



NORFOLK

1994

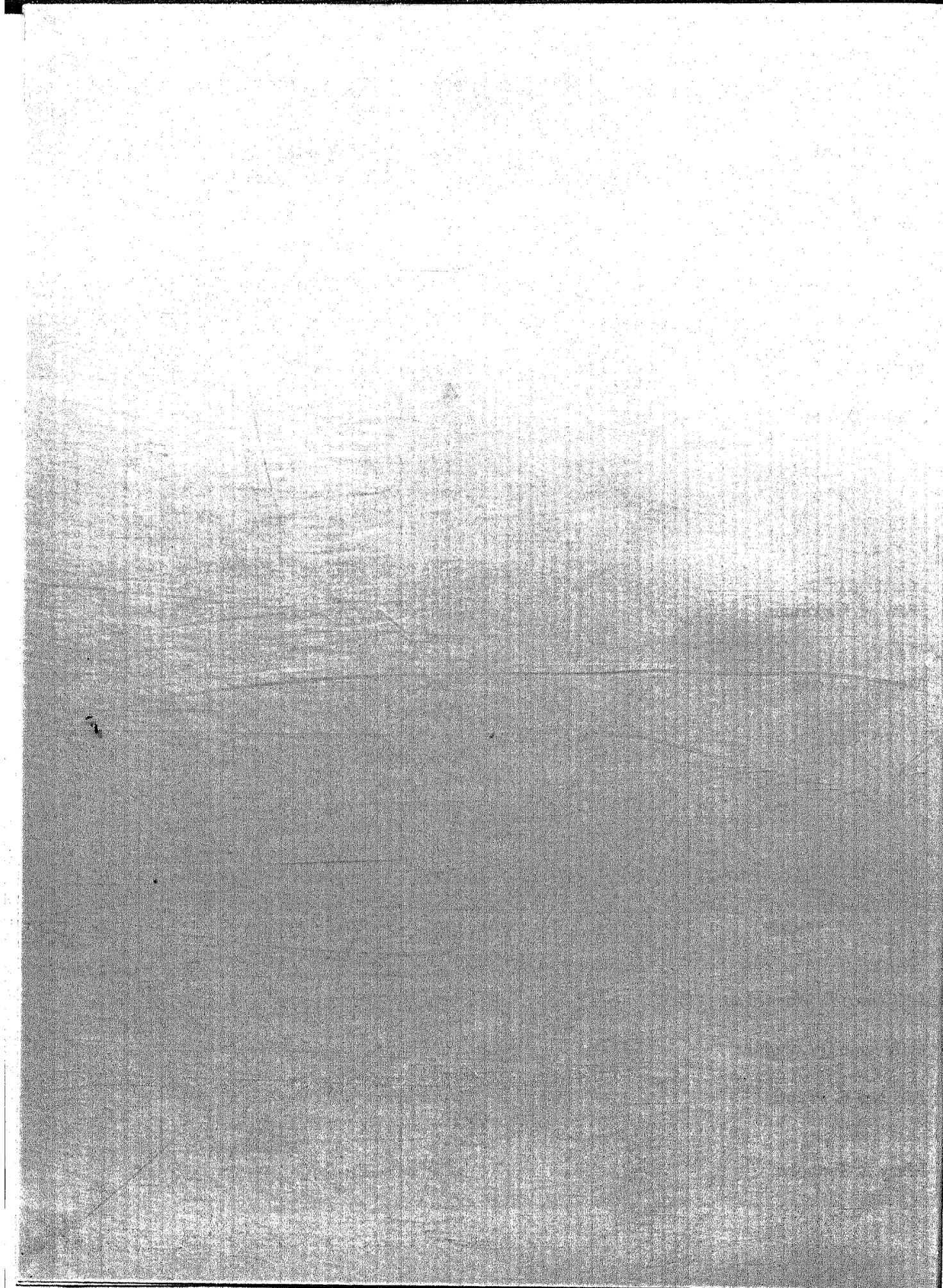
TOWN REPORT



NORFOLK

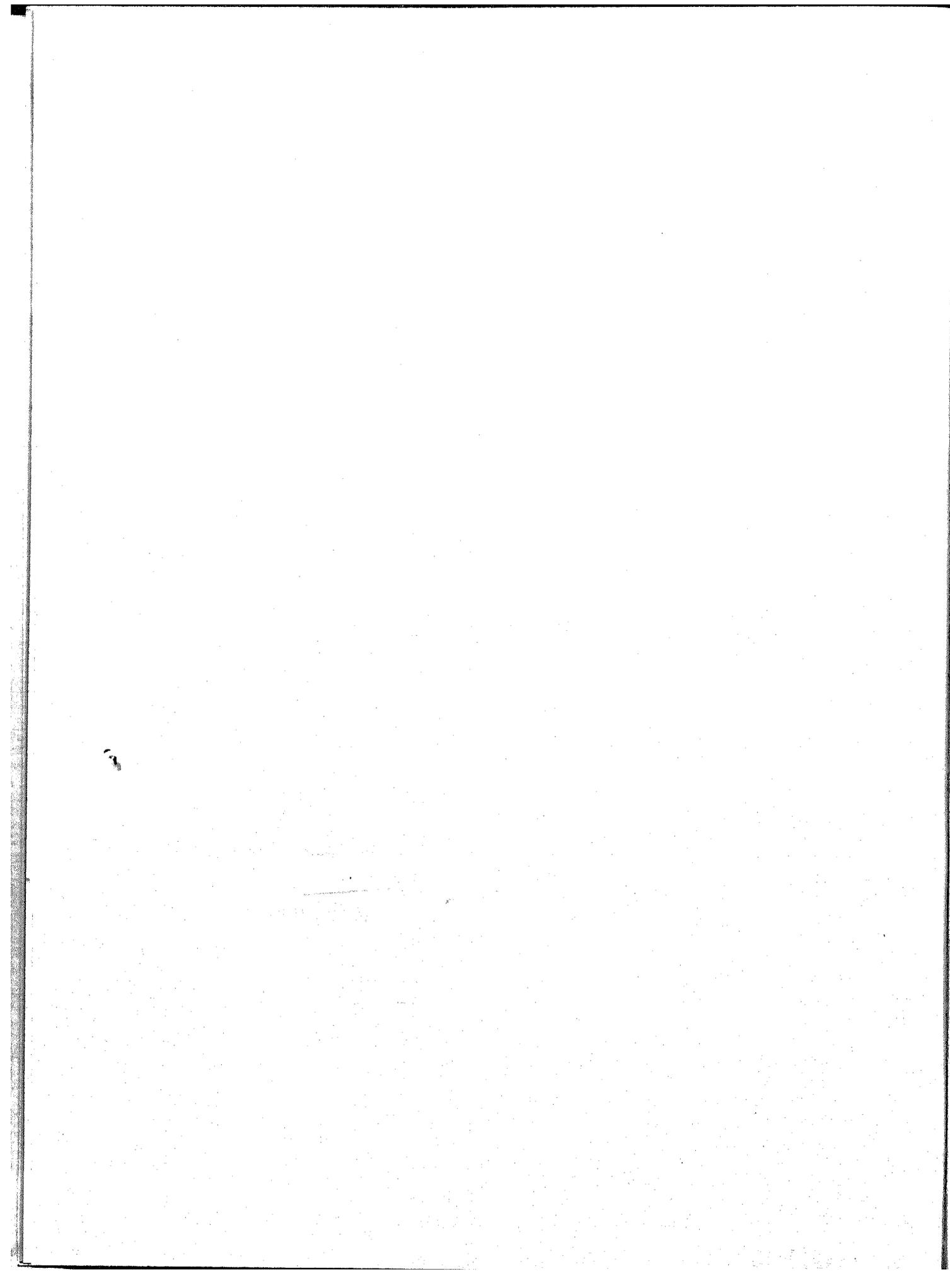
1994

TOWN REPORT



IN MEMORIAM 1994

- Bernice C. Arnold**
Council on Aging, 1985-1987
Census Taker for many years
- Russell M. Arnold**
Housing Authority, 1982-1991
Recreation Commission, 1961-1987
Revised Central School Study Comm., 1962
Salary Study Comm., 1966-1967
Sidewalk Study Comm., 1967-1972
- Emily J. Cashen**
Council on Aging, 1983-1992
- Jeanne D. Hill**
Library Director, 1974-1990
Board of Public Welfare, 1957-1969
School Building Comm., 1969-1977
Library Trustee, 1961
Central School Study Comm., 1968-1969
Bicentennial Comm., 1970
Cable Corp. Comm., 1985-1988
- Blair M. Ingraham**
Norfolk Guidance Center Study, 1963
Board of Health, 1965-1970
- Melvin C. Long**
Housing Authority, 1990-1993
Tri-County School Committee, 1975-1993
Building Code Comm., 1970-1972
Flood Insurance Study, 1972-1974
School Building Comm., 1969
Vocational Regional School Dist.
Planning Comm., 1974
Council on Aging, Associate 1984-1986
Council on Aging, Member, 1986-1992
- Thomas H. Mackie**
Conservation Comm. (Assoc.), 1974
Recreation Commission, 1974-1979
- Clemence E. Martineau**
Dispatcher for many years until 1985
- Catherine O'Loughlin**
Norfolk Sewer Study, 1978-1979
- Richard E. Prantis**
Capital Budget, 1970-1971
Council on Aging, 1988-1994
- Mary E. Sanborn**
Assistant Animal Control Officer 1989-1993



ELECTED OFFICERS

	TERM EXPIRES		TERM EXPIRES
MODERATOR		PLANNING BOARD	
Frank J. Gross	1995	Elizabeth J. Maitland	1997
BOARD OF SELECTMEN		Austen G. Smithers	1995
Girard St. Amand	1995	Alexander J. Vispoli	1995
Yaffa M. Dratman	1996	Robert E. Nicodemus	1996
James R. Giebfried	1997	Michael S. Barad	1996
TOWN CLERK		Arthur A. Spruch (Associate)	1995
Alice S. Boschen	1996	RECREATION COMMISSION	
TAX COLLECTOR		Debora K. DeBello	1997
Marlene D. Craig	1995	Joyce E. Terrio	1995
TREASURER		*Michael W. Hurley	1995
Thomas P. Crane	1995	E. Kurt Czarnowski	1996
BOARD OF ASSESSORS		Thomas F. Terpstra	1996
John G. Robbins	1997	Eugene J. Orsogna	1995
Donna L. Putt	1995	NORFOLK SCHOOL COMMITTEE	
Fred Pfischner	1996	Jonathan Smith	1997
BOARD OF HEALTH		John Spinney	1997
Dr. Thomas R. Gilbert	1997	James C. Lehan	1995
Dr. Albert G. Andersen	1996	Martha J. Donovan	1996
Laurence M. Magner	1995	Lucille V. Bailey	1996
LIBRARY TRUSTEES		KING PHILIP REGIONAL SCHOOL COMMITTEE	
Frances M. Holman	1997	George J. Cronin, Jr.	1997
Kenneth W. Nelson	1995	James C. Lehan	1995
Harvey R. Boulay	1996	Jane P. Morris	1996
WATER COMMISSIONERS		TREE WARDEN	
H. Roy Hamlin	1997	Phillip K. Craig	1997
David Johnston	1995	CONSTABLES	
Donna L. Putt	1996	Robert L. Smith	1995
HOUSING AUTHORITY		E. Christopher Bettencourt	1995
Walter Zagiboylo	1995		
#Melvin C. Long	1997		
Scott Dittrich	1996		
James M. Phelan	1997		
Bruce A. Simpson	1998		
Joanne Tankard Smith	1998		
State Appointee			

* resigned
deceased

APPOINTED TOWN OFFICERS

MODERATOR APPOINTMENTS

ADVISORY BOARD

Patricia Brewer	1995
Robert D. Kelleher	1996
Richard H. Moore	1996
A. Graham Sterling	1997
Marc V. Waldman	1995
Norman Gentry	1997

PERSONNEL BOARD

Robert G. Boucher	1995
Debra Kile	1996
William Gothorpe	1997
Arthur Warren	1996

BYLAW COMMITTEE

Alice S. Boschen	1996
George T. Cronin, Jr.	1995
Vida E. Holmes	1995
Donald E. Newhall	1996
Elinor H. Pearson	1997
Paul D. Maggioni, Town Counsel (Ex-Officio)	

BOARD OF HEALTH APPOINTMENTS

BOARD OF HEALTH AGENTS

William R. Domey	1995
Janet M. Prevett	1995
Alice S. Boschen	1995
Bruce A. Simpson	1995

SANITARIAN

Mark Oram	1995
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ASSESSORS' APPOINTMENT

ASSISTANT ASSESSOR

Deborah J. Robbins

LIBRARY TRUSTEES APPOINTMENTS

LIBRARY DIRECTOR

Robin A. Glasser

ASSOCIATE DIRECTOR OF LIBRARY SERVICES

Francena M. Johnson

CHILDRENS'S LIBRARIAN

Sarina Bluhm
Mary Moody

TECHNICAL SERVICES

Marion T. Graham

CIRCULATION STAFF

Judith B. Swaim
Marie Langlais
Ann Ascii
Louisa Zagieboylo
Marie Martorano
Valida Croteau
Bonnie Durand
Patricia Slovacek
Mary Lynn McWilliams

CHILDREN'S LIBRARIANS - SCHOOL

Mary Moody
Marjorie Lowry

LIBRARY ASSOCIATES - SCHOOL

Christine Schwartz
Bonnie Durand
Elizabeth Lehan

TREE WARDEN APPOINTMENTS

DEPUTY WARDEN

Vacant

TOWN CLERK APPOINTMENT

ASSISTANT TOWN CLERK

Mary Jane Masty

BOARD OF SELECTMEN APPOINTMENTS

TOWN ADMINISTRATOR

Greg L. Balukonis

GENERAL GOVERNMENT

DIRECTOR OF FINANCE-ACCOUNTANT

Susan L. Gagner

ASSISTANT TOWN ACCOUNTANT

Lorraine H. Foley

ASSISTANT TREASURER

Cheryl A. Kelley

TOWN COUNSEL

Paul D. Maggioni

TRI-COUNTY VOCATIONAL TECHNICAL SCHOOL COMMITTEE

Ronald E. Janosko

POLICE DEPARTMENT

POLICE COMMISSIONERS

Girard St. Amand
Yaffa M. Dratman
James R. Giebfried

CHIEF OF POLICE

Charles H. Stone, Jr.

LIEUTENANT

John W. Holmes

SERGEANTS

Paul J. Murphy
David R. McConnell
Jonathan M. Carroll, Sr.
Robert J. Shannon

REGULAR POLICE OFFICERS

Alan F. Washkewits
Stephen K. Plympton
David J. Holt
Winslow Karlson III
Thomas G. Degnim
Timothy P. Heinz
Leo F. Ethier, Jr.
Glen R. Eykel
Berton Cummings III

RESERVE POLICE OFFICERS

William J. Davis
Edward C. Bettencourt
Steven A. Burke
Louis Droste
David Eberle
Thomas Heatley, Jr.
Jeffrey Peavey

Donna M. Wolfrum

ADMINISTRATIVE ASSISTANT

Helenmarie Diamond

SECRETARY/DATA PROCESSOR/EMT

Pamela P. Holmes

POLICE/FIRE COMMUNICATIONS

Joy Leonard	
Michael J. LaValley	
Janet M. Poirier	
Jamie J. Masterson	
Edward C. Bettencourt	Part-time
Stephen R. Hamlin	Part-time
Pamela P. Holmes	Part-time
Steven A. Burke	Part-time
John Donovan	Part-time
Jason Kenwood	Part-time
Donna M. Wolfrum	Part-time
John M. Malaney III	Part-time

SPECIAL POLICE OFFICERS

William R. Treeful
Albert A. Leverone
Charles E. Ray
J. William Meau
William F. Kelley
Harry L. Sanborn
George J. Murray
Joy Leonard
Janet M. Poirier
Pamela P. Holmes
Donna M. Wolfrum
Police Chaplain Rev. Robert Connor
Police Chaplain Rev. Gary Morris
Police Chaplain Rev. Mark Ferrin

POLICE MATRONS

Joy Leonard
Janet M. Poirier
Pamela P. Holmes
Donna M. Wolfrum

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

William F. Kelley

DEPUTY CHIEF

Stephen A. Wood

LIEUTENANTS

A. Roger Callahan
Joseph W. Nolan
Peter J. Petruchik, EMT/Full-time FF
David C. Holmes, Jr., EMT

EMT COORDINATOR

John M. Malaney III

FIRE DEPARTMENT PERSONNEL

Bruce E. Belcher, FF/EMT
Wayne E. Burton, FF
Richard F. Clancy, Jr., FF/EMT
Norman P. Eykel, FF/EMT
Michael P. Findlen, FF/EMT
S. John Hamilton, FF/EMT
Bruce E. Hamlin, FF
Peter S. Hildebrandt, FF/EMT
Pamela P. Holmes, FF/EMT
David W. Johnston, FF
Mark R. Kantzer, FF
Daniel J. Keenan, FF/EMT
Patrick J. Keenan, FF
John F. Kelley, FF
James F. Leary, Jr., FF
Leo E. MacDonald, FF/EMT
John M. Malaney III, FF/EMT
Jamie J. Masterson, FF/EMT
C. Scott Thayer, FF/EMT

ADMINISTRATIVE ASSISTANT

Patricia A. Bixby, Admin. Asst./EMT/FF

FOREST WARDEN

William F. Kelley, FF/Chief

HIGHWAY DEPARTMENT

SUPERINTENDENT OF STREETS

Remo R. Vito, Jr.

HIGHWAY PERSONNEL

Kenneth Salisbury, Foreman
John Haehnel, Asst. Foreman
Kimball Rogers, Mechanic
Thomas Benedetti, Asst. Mechanic
Stephen Daley
Kenneth Cooper
Jake White
Robert Joyce
Alan F. Washkewits, Jr.

ADMINISTRATIVE ASSISTANT

Karen Mitnick

TRANSFER STATION

Donald Bernardo- Head Monitor
Raymond Mullaney
Betsey Powers- Part-time Clerk

INSPECTION DEPARTMENT

BUILDING COMMISSIONER

Gerald E. Hughes

LOCAL INSPECTOR

Paul R. DiChiara

FENCE VIEWER

Gerald E. Hughes

ASSISTANT FENCE VIEWER

Paul R. DiChiara

INSPECTOR OF WIRES

William R. Bain

ASSISTANT INSPECTOR OF WIRES

J. William Carberry

INSPECTOR OF GAS FITTINGS

Edward Fosberg

PLUMBING INSPECTOR

James K. Murray

INSPECTOR OF ANIMALS

Harry L. Sanborn, Jr.

LOCAL INSPECTOR - SHADE TREE

MANAGER & PEST CONTROL

Phillip K. Craig

ANIMAL CONTROL OFFICER

Harry L. Sanborn, Jr.

SEALER OF WEIGHTS AND MEASURES

Peter S. Hildebrandt

ASSISTANT SEALERS OF WEIGHTS & MEASURES

Robert J. Shannon
Thomas G. Degnim

GENERAL GOVERNMENT

OFFICER OF VETERANS' GRAVES

Arthur R. Keenan

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DIRECTOR

Edward Nolan

EMERGENCY MANAGEMENT DEPUTY DIRECTORS

John Nuhibian, Radio Operator

FIRE OFFICER, CD

William F. Kelley

BOARD - COMMISSIONS - COUNCILS

Authorized by Statute or Bylaw

BOARD OF APPEALS - 5 year term

Bruce A. Simpson	1996
Linda D. Eckard	1999
*Susan H. Caplan	1995
Peter J. Bukunt	1997
Andrew W. Shepard	1998
Lorraine M. Sweeney	1995

ASSOCIATE MEMBER - 1 year term

John M. Burke	1995
Lisa K. Keating	1995

ADA COMPLIANCE COMMITTEE - 1 year term

Mary Nuhibian	1995
Judith Sterling	1995
Thomas Terpstra	1995
Kathleen Farmer	1995
Greg L. Balukonis (ex officio)	1995

ARTS COUNCIL - 3 year term

Christina M. Krouk	1996
Thomas Elder	1996
Kristen Stashenko	1996
Carol Ann Millner	1995
*Jack McQuillan	1994
Katherine Furst	1995
Deborah Bergerson-Moore	1996

CEMETERY COMMISSION - 3 year term

Paul L. Kozak, Sr.	1996
Frank J. Gross	1997
Robert L. Kirby	1995

CHARTER COMMISSION - 1 year term

*Helen Cleary	1994
Adeline M. Bee	1994
James A. Martin, III	1994
Marie Simpson	1994
Robert L. Smith	1994
*Ramesh Advani	1994
Robert Nicodemus	1994
*Elizabeth Maitland	1994

COMPUTER SYSTEM COMMITTEE - 3 year term

David Barry	1996
Arthur W. Krueger	1996
David K. Cook	1995
Peter D'Anjou	1995
William D. Donovan	1996

CONSERVATION COMMISSION - 3 year term

Cynthia C. Andrade	1997
Jane M. Dewey	1995
Christopher Kittredge	1997
Andrew Bakinowski	1995

GENERAL GOVERNMENT

CONSERVATION COMMISSION - 3 year term

Thomas R. Gilbert	1995
Marvin Jacobson	1996
Maryann T. Magner	1996

COUNCIL ON AGING - 3 year term

John Evans	1996
Carolyn Shepard	1995
Christine Shaw	1996
Joan Gilbert	1995
#Richard Prantis	1995
Nancy Seitz	1995
Donald Payne	1995
Mary Pelletier	1995
Betty Swenson	1995
Kenneth Budgell	1995
Elizabeth Santandreu	1997
Walter Warren	1995
Georgia Nelson (Representative to Hessco)	1996

DESIGN REVIEW BOARD - 3 year term

Wayne Bredvik	1995
Sarojit Malik-Selectmen Appt.	1996
James H. Neubert-Planning Board Appt.	1997
M. Elizabeth Pyne-Historical Comm. Appt.	1995

EARTH REMOVAL ADVISORY COMMITTEE

- 1 year term

Marvin Jacobson-Conservation Comm.	1995
Gerald Hughes-Building Comm.	1995
Laurence Magner-Board of Health	1995
Thomas R. Gilbert-Board of Health	1995
* Elizabeth J. Maitland-Planning Board	1995
Fred L. Pfischner-Assessors	1995

HISTORICAL COMMISSION - 3 year term

M. Elizabeth Pyne	1995
Thelma Ravinski	1995
Marcia Johnston	1995
Emily Jacques	1996
Elna Weeber	1996
Donna Beernink	1995
Suzanne Burns	1997

PERMANENT BUILDING COMMITTEE

- 3 year term

Robert P. Lowndes	1996
Winsor Bowden, Jr.	1997
Wayne G. Bredvik	1995
Anthony Brizzolara	1996
*Martin Moeckel	1996
Lawrence Cheever	1996

REGISTRAR OF VOTERS - 3 year term

Donna Bentley - D	1996
Charles E. Burnett - R	1995
John McFeeley - D	1997
Alice Boschen - R	Town Clerk

VETERAN'S SERVICES - 3 year term

Frank J. Gross	1996
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MBTA ADVISORY BOARD REPRESENTATIVE

- 1 year term

Daniel Catlett	1995
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METROPOLITAN AREA PLANNING COUNCIL

REPRESENTATIVE - 3 year term

Austen G. Smithers	1995
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NORFOLK COUNTY ADVISORY BOARD

MEMBER - 1 year term

Jonathan Smith	1995
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SOUTHWEST AREA PLANNING COUNCIL

- 1 year term

Austen G. Smithers	1995
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BOARD AND COMMITTEES

Appointed by Board of Selectmen

MIRROR LAKE ADVISORY COMMITTEE

Robert Lillis	1995
Gary Small	1995
Nancy LaLiberti	1995
Virginia Graves	1995
Joseph Gillio	1995
Annette D. English	1995
Fred L. Pfishner	1995

RECYCLING/SOLID WASTE COMMITTEE

Charles Jerome	1995
Joseph T. Walsh	1995
Daniel Crafton	1995
Mary Ellen Gattoni	1995
Kenneth MacClean	1995
Remo Vito, Jr.-Ex Officio	1995

TOWN HILL STUDY COMMITTEE

Thelma Ravinski	1995
*Suzanne Burns	1995
Donna Shaw	1995
Elaine Bauer	1995
Nancy Seitz	1995
Janyce Conklin	1995
Patricia Michel	1995
Monica Briselli	1995

ZONING BYLAW STUDY COMMITTEE

John M. Burke-Board of Appeals	1995
Sarah P. Dewey-Conservation Comm.	1995
Lois L. Boucher-Board of Health	1995
Gerald E. Hughes-Building Comm.	1995
Robert E. Nicodemus-Board of Selectmen	1995
Glendon Coulter-Board of Selectmen	1995
Michael S. Barad-Planning Board	1995
Paul D. Maggioni, Town Counsel-Ex Officio	

COUNCIL ON AGING ASSOCIATE MEMBERS

Appointed by Council on Aging

Edna Richardson	1995
Betty Swenson	1995
Kenneth Budgell	1995

HISTORICAL COMMISSION ASSOCIATE MEMBERS

Appointed by Historical Commission

Marie (Toni) Langlais	1995
James Hazlett	1995
William Lang	1995

OPEN SPACE PLANNING COMMITTEE

Andrea Langhauser	1995
Alan Shaw	1995
Joyce Terrio	1995
*David Martin	1995
Cassandra Goldwater	1995

TOWN HALL/POLICE STATION STEERING COMMITTEE

James H. Neubert	1995
Arlen Li	1995
James A. Martin, III	1995
Charles H. Stone, Jr.	1995
Donald C. Payne	1995
Karen Greene	1995

ROAD SAFETY COMMITTEE

James R. Geibfried	1995
Remo R. Vito, Jr.	1995
Charles H. Stone, Jr.	1995
Colin M. O'Brien	1995
Daniel Catlett	1995

125TH ANNIVERSARY COMMITTEE

Lois Abramo	1995
Shirley Boulay	1995
Celeste Hankey	1995
Frances Holman	1995
Patricia Michel	1995
Thelma Ravinski	1995
Joyce Terrio	1995
Grenville Willis	1995
Linda Willis	1995
Howard Putt	1995

INSURANCE COMMITTEE

Warren R. Bergerson	1995
Raymond J. Turano	1995

ECONOMIC DEVELOPMENT COMMITTEE

Jack Oliveri	1995
David Werlich	1995
Joseph Donohue	1995
Robert Howard	1995
Philip Briselli	1995
Beverly Panettiere	1995

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GENERAL GOVERNMENT

ANNUAL REPORT OF THE BOARD OF SELECTMEN

1994

This report is submitted in accordance with Norfolk Bylaws, Article V, Section 1 which requires the Board of Selectmen to submit annually a report of all elected and appointed officials, boards, committees, councils and commissions, and to give a summary of their activities, and report on the Town's financial transactions. This is our town report for the period of January 1, 1994 to December 31, 1994.

The three Selectmen are the Town's chief executive officers. We are empowered by state statute to administer and implement decisions voted at Town Meeting, and establish policy for and coordinate local government operations. The Selectmen also serve as the commissioners of the highway, police and fire departments, make numerous appointments to departments, boards and committees, and act as the Town's licensing authority. The Board is assisted by our full-time professional Town Administrator, one full-time secretary, and a part-time clerk.

The Selectmen worked on various issues throughout the year, many of which seem mundane to persons not involved with the intricacies of local government. Yet, to all the residents who are affected by such matters both large and small, these concerns are important. It is the Selectmen's responsibility to hear, consider and act upon all issues presented to us.

The Selectmen met weekly for regular meetings, except for the months of June, July and August when we met every other week. Our meetings are now held in the Cable Television Studio in the Centennial School on Monday evenings at 7:30 p.m. All meetings are open to the public, and we invite any interested person to attend. In the past year, our meetings were broadcast live on Norfolk Cable. Agendas are posted in the Town Hall forty-eight hours prior to the meeting. Citizens interested in being placed on the agenda should contact the Selectmen's Office to make the necessary arrangements. We continued to hold special meetings as necessary to review specific issues and projects. As Selectmen, we also attended many hearings before other boards and committees transacting town business.

In May, the Board welcomed James Giebfried as its newest member. Mr. Giebfried came to the Selectmen after serving on the Norfolk Citizen Advisory Committee which lead the successful efforts against the MWRA Sludge Landfill. Leo Fliger decided not to seek re-election after serving for 3 years. We wish Mr. Fliger well, and thank him for being an important part of the Board of Selectmen.

Several changes occurred in personnel working for the Board of Selectmen. Caroline Price retired in June after serving Norfolk faithfully for 13 years. We send our sincere thanks to Caroline for a job well done and best wishes in her retirement.

Marian Harrington was also welcomed as our new Administrative Secretary in September. John Holmes was promoted to Lieutenant in the Police Department. Glen Eykel and Bert Cummings were hired as new police officers. Edward Nolan was appointed as Emergency Management Director.

In accordance with a reorganization approved by the 1994 Annual Town Meeting, the Board hired Susan Gagner in October as Norfolk's first Director of Finance. Susan previously served as Westwood's Town Accountant. She brings to the job both knowledge and initiative to affect positive change in Norfolk's financial offices. Lorraine Foley did a fine job filling-in during the interim period. She dedicated many additional hours to the job, and we wish to thank her.

Many issues dominated the Selectmen's agenda in 1994. Delays were experienced in starting the Main Street construction project. This project is funded by a \$496,325 state grant which was approved in 1993. These delays were mainly attributable to a change in the project scope, requiring town officials to significantly expand drainage improvements. The Selectmen investigated numerous drainage alternatives designed by the project engineer. In November, Town Meeting approved the acquisition of a drainage easement off Union Street. This approval came only after an extensive project review by the Zoning Board of

GENERAL GOVERNMENT

Appeals and Conservation Commission. We also applied for and received an extension on the state grant. It is anticipated the project will commence in the Spring, with substantial completion by the middle of 1995.

As 1994 came to a close, the Board of Selectmen was investigating a solution for the downtown drainage problem. Town Meeting, in November, approved funds for preliminary engineering design to alleviate flooding along the north side of the railroad crossing on Rockwood Road. A plan is under consideration for drainage infrastructure to be constructed across Rockwood Road to Ware Drive/Malcolm Road. An infiltration area would be constructed on school property to handle storm water. We propose a discharge will be constructed in the area of the former town pond. No permit approvals had been granted to date as the project is still in the early design stage.

Regrettably, 1994 did not bring the construction of a new Town Hall/Police Station. We believed that work would commence on a new facility upon resolution of several legal issues. These matters remained unresolved in 1994 despite our best attempts. The Police Station/Town Hall Steering Committee selected an architect for the project. The architect's work was delayed until the same legal issues could be resolved. The Selectmen are confident that the design of a new Town Hall/Police Station will begin in early 1995.

In the fall, the Selectmen met with federal and state officials regarding concerns over the Department of Correction Sewer Treatment Plant. We successfully petitioned the U.S. Environmental Protection Agency for a public hearing on the treatment plant discharge permit. Norfolk officials presented convincing evidence at a public hearing that documented environmental damage and pollution caused by this facility. As 1994 concluded, the Board was still awaiting a decision on whether its recommendations were accepted.

The Board of Selectmen pursued several legislative initiatives once again in 1994. Chapter 82 of the Acts of 1994 was signed into law conveying to the Town 20 acres of land off Pond Street. This property was formerly under the control of the Department of Corrections. Town Meeting approved a special legislative act defining the duties of the Town Administrator. 14

Chapter 217 of the Acts of 1994 was passed by the legislature in December. The 1995 town election must still approve this question at the ballot. We also requested our state senator and representative file legislation on behalf of the Town of Norfolk which would reimburse us for costs involving the proposed expansion of MCI-Norfolk. The Town would be reimbursed the sum of \$960,000. The final disposition of this legislation was unknown at the end of 1994.

Efforts continued to address the Town's growing MBTA assessment. The MBTA charges Norfolk in excess of \$200,000 for commuter rail services. Other communities have commuter rail service, but pay nothing due to an inequitable assessment formula. Yaffa Dratman was appointed to serve on a special State Commission to study and recommend changes to the MBTA assessment formula.

Concerns were raised over inadequate parking for the MBTA commuter rail. The Selectmen are aware of overcrowded conditions at the MBTA parking lots. Norfolk officials entered into discussions with the MBTA over the possible expansion of parking in the town center area. The Board, despite these efforts, remains concerned over the construction of too many parking lots which may detract from additional commercial development.

The closure of the former landfill received some positive news. A grant application was approved for clay material from the Boston Harbor project. We anticipate closure costs will be greatly reduced if this material is provided at no cost. Final landfill closure and capping will take place in 1995.

Work was completed on the reconstruction of Main Street from Medway to Boardman Streets. These improvements were necessary to ensure safe access for vehicles and pedestrians to the Day Elementary School.

The Board of Selectmen completed negotiations with the Norfolk Police Officers Bargaining Unit. A two year agreement was reached, expiring on June 30, 1996. Contracts were also approved for the Town Administrator, Police Chief and Lieutenant.

We continued discussions concerning regionalization of local services. The Norfolk,

GENERAL GOVERNMENT

Wrentham and Plainville Boards of Selectmen conducted several joint sessions to explore regionalization and the sharing of equipment, personnel and services. The Board expects to continue similar discussions in the future.

As the Town's licensing authority, the Board of Selectmen took numerous actions. Particular attention was given to the renewal of Class 3 - junk automobile licenses. The Selectmen established special conditions on Class 3 licenses to ensure they do not adversely affect neighboring properties or the environment. Public hearings were held on earth removal licenses prior to granting our consent.

For the third year in a row, the Northeast experienced severe winter weather early in 1994, causing a severe strain on the Highway Department. The Board of Selectmen recognizes the special efforts of the Highway, Police and Fire personnel who work long hours in ensuring public safety is maintained at the highest standard.

The Selectmen would like to acknowledge the efforts of its staff, Marian Harrington, Betsey Powers and Judy Booth who serve both this Board and the public in a pleasant and helpful manner. We also want to thank all of our employees for a job well done in 1994. Keep up the good work!

One of Norfolk's finest traditions is the involvement of many citizens who freely give their time and experience to make our government work. It is reassuring to find the quantity and quality of volunteerism has grown to meet the need as the problems of local government become increasingly complex. We are grateful for the work of all board and committee members who spend many evenings out of their homes in addressing town business. We, the Board of Selectmen, truly appreciate the dedication of all of you who make Norfolk the special place that it is.

BOARD OF SELECTMEN
Girard L. St.Amand, Chairman
Yaffa M. Dratman, Clerk
James R. Giebfried, Member

ANNUAL REPORT OF THE TOWN CLERK - 1994

One of the most important functions of Town Clerks is that of Chief Election Official - responsible for complete preparations, supervision and general conduct of all elections in accordance with many detailed sections of State election laws.

The November 1994 General Election was the first election in Norfolk to utilize our new optical scan vote tabulating system. Prior to that, the town used hand-counted ballots, a method that was labor intensive, time consuming, and cumbersome. With the new system, counting of the ballots in November was completed before 10:00 p.m. instead of continuing until anywhere between 11:30 p.m. and 2:00 a.m. as might be expected with a heavy turnout - 70+%.

Although the new system is not likely to pay for itself in terms of dollars, the savings in terms of time and human effort are immeasurable. Over the years many Norfolk residents have kindly and with good nature responded to the question "Would you be willing to count votes at the election?" The list is a long one, and to avoid omitting anyone's

name, there is no attempt to enumerate them, just a heartfelt thank you to everyone who has helped at one, many, or all of the 23 elections that have taken place since my term began in 1987.

The following summary of the activities of the Town Clerk's office illustrate the diverse nature of the subjects with which we deal - vital statistics, licensing, issuances of certified copies, various filings, etc. Also, the summary of transactions cannot reflect the multitude of phone calls and the myriad of questions to which we reply. The bulk of the report is, of course, results of the elections held throughout the year and the minutes of the actions at Town Meetings.

While it is informative to read the Town Meeting minutes and interesting to watch Town Meetings on television, there is nothing that can equal attending the Town Meeting itself and taking the opportunity to speak on issues and vote on the final decision. We urge you to participate and contribute — that is, after all, the real meaning of "grass roots democracy."

VITAL STATISTICS

We do not print the names of Norfolk citizens who died, or of babies born during the past year, to protect the privacy of the families involved. Specific information on births, deaths, and marriages is available in the Town Clerk's office.

BIRTHS

There were 138 births recorded to Norfolk residents to date. The certificates for births taking place late in the year or in Boston often do not reach this office until April or May. For comparative purposes, 146 births were recorded in 1990, 113 in 1991, 132 in 1992, and 140 in 1993.

DEATHS

There were 113 deaths recorded in 1994. Thirty-six were of Norfolk residents, occurring in Norfolk or in other locations; the additional 77 were residents of other communities who died at Southwood Community Hospital, the Correctional Institutions, or elsewhere in Norfolk.

MARRIAGES AND INTENTIONS

Sixty-two marriage intentions were filed and issued in Norfolk in 1994. Fifty-nine certificates were returned following the performance of the ceremony, two were not returned and expired without being used, one issued late in December is still in effect and is not yet returned. Of the 59 marriages recorded as taking place in 1994, in 28 of the marriages one or both

GENERAL GOVERNMENT

parties were Norfolk residents, five had both parties from other cities or towns, and the remainder involved prisoners at a Correctional Institution.

REPORT OF LICENSING ACTIVITY - 1994

SPORTING LICENSES

One hundred seventy-six licenses in eleven different categories were sold in 1994, as well as other transactions such as sale of sporting stamps and issuance of duplicate licenses, resulting in total sales of \$3,736.75. In addition, 25 free licenses were issued to residents over 70. By regulations of the Division of Fisheries and Wildlife, the Town of Norfolk retained fees in the amount of \$99.50.

DOG LICENSES

The following licenses were issued in 1994: 686 Neutered Male and Spayed Female; 149 Males and Females not neutered; 5 Kennels of 4 dogs or less; 5 Kennels of 5-10 dogs; and 1 Kennel of over 10 dogs. Total sales were \$6,466.70, of which the Town of Norfolk retained the entire amount as we are no longer a member of the licensing system of the County of Norfolk.

Dog owners are reminded that all dogs over the age of six months must be licensed. Licenses are to be renewed yearly beginning January 1. An additional \$25.00 late fee per license will be charged to owners who fail to relicense until after May 1. Dog owners are also reminded that the Annual Town Meeting in May 1993 adopted newer, more stringent dog control bylaws. Copies of the new bylaws are available at the office of the Town Clerk.

SUMMARY OF TRANSACTIONS OF THE TOWN CLERK'S OFFICE - 1994

Dog Licenses	\$6,466.70
Sporting Fees Retained by Town	99.50
Certificates and Copies	5,983.40
Sale of Books and Maps	1,659.34
Raffle Permits	65.00
U.C.C. Filings	1,235.32
Pole Location Filings	1,120.00
Revenue generated for the Town of Norfolk	16,629.26

A total of 1,201, or 26.7% of eligible voters in the town, cast their ballots, with the following results:

Moderator for One Year	
* Frank J. Gross	1,023
Board of Selectmen for Three Years	
Winsor Bowden III	502
* James R. Giebfried	658
Board of Assessors for Three Years	
* John G. Robbins	895
Board of Health for Three Years	
* Thomas R. Gilbert	906
Library Trustee for Three Years	
* Frances M. Holman	930
Water Commissioner for Three Years	
* H. Roy Hamlin	927
Planning Board for Three Years	
V. Phillip Briselli	227
Michael P. Findlen	229
* Elizabeth Maitland McCormick	636

ARTICLE 1 - ELECTION - MAY 3, 1994

Pursuant to the warrant for the Annual Town Meeting, Article 1, the Annual Election of Town Officials, was held in MacBride Auditorium at the Freeman Elementary School on Tuesday, May 3, 1994. Polls were declared open at 7:00 a.m. Elections Officials were duly sworn in by Warden Elinor Pearson. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions for voters and specimen ballots were posted in each precinct and within the polling place a corrected voting list was on display, as well as a list of voters applying for an absentee ballot.

Recreation Commission for Three Years	
* Debora K. DeBello	931
Norfolk School Committee - Two for Three Years	
* Jonathan P. Smith	690
J. David Kennedy	364
* John Spinney	674
King Philip School Committee for Three Years	
Maureen Howard	530
* George T. Cronin, Jr.	635
Tree Warden for Three Years	
* Philip K. Craig, Jr.	867
Kenneth Tripp (write-ins)	88

*Declared elected

At 8:00 p.m. the polls were closed and it was moved, seconded and approved by voice vote to adjourn this Town Meeting to Tuesday, May 24 at 7:30 p.m. at the King Philip High School to consider the remaining articles on the Warrant.

**MINUTES OF 1994 ANNUAL TOWN MEETING
KING PHILIP HIGH SCHOOL AUDITORIUM
TUESDAY, MAY 24, 1994**

The meeting was called to order at 7:40 p.m. by Moderator Frank Gross, followed by the recitation of the Pledge of Allegiance. The Moderator introduced the Town Clerk, Town Accountant, Town Administrator, Board of Selectmen, Town Counsel, and the Advisory Board Chairman, who in turn introduced the members of the Advisory Board.

There were 196 voters attending the session. Moderator Gross administered the oath to counters John Ramsey, James Martin, and Alexander Vispoli.

The following non-registered voters or non-residents were given permission to address the Town Meeting regarding certain articles: Town Counsel Paul Maggioni, Town Administrator Greg Balukonis, Highway and Cemetery Superintendent Remo Vito, Permanent Building Committee Chairman Robert Lowndes, Library Director Robin Glasser, Superintendent of the Norfolk Elementary School Dr. Lorraine Young, Superintendent of the King Philip Regional District Dr. Perry Davis, Superintendent of the Tri-County Regional Vocational District Mr. John Jones, Mark Wetzell, Gary Smith, Philip Joannides, Beth Joannides, Richard Eliason, Roberta Elison, and Cal Caldwell.

It was moved, seconded and voted to waive the reading of the warrant and the return of the warrant.

Prior to consideration of articles on the warrant Selectman

Chairman Girard St. Amand moved that the Town Meeting approve a vote of appreciation for Kenneth Tripp for his 31 years of service as Tree Warden. The motion was seconded and approved unanimously. Mr. St. Amand read the following proclamation:

WHEREAS: Kenneth E. Tripp has dedicated 31 years of exemplary service as Town of Norfolk Tree Warden; and

WHEREAS: Kenneth E. Tripp has always investigated and inspected all matters pertaining to the health and treatment of the trees of the Town of Norfolk; and

WHEREAS: Kenneth E. Tripp has done his utmost to serve the residents of the Town of Norfolk during times of natural catastrophe such as blizzards and hurricanes by clearing the roads of fallen trees and dangerously hanging branches and limbs; and

WHEREAS: Kenneth E. Tripp has observed high professional standards in complying with the Massachusetts Shade Tree and Scenic Roads Act in order to preserve the rural and scenic character of our Town; and

WHEREAS: Kenneth E. Tripp served to make the Town of Norfolk attractive and a better place to live.

The Town of Norfolk is justifiably proud of our own Kenneth E. Tripp who had represented himself, the Town, and the people of Norfolk in a manner which brings pride to our Community.

NOW THEREFORE: We, the Norfolk Board of Selectmen, do hereby proclaim Tuesday, May 24, 1994 KENNETH E. TRIPP DAY in Norfolk and do hereby request that all residents of our Community pay fitting tribute to Kenneth E. Tripp on that day to thank him for the years of dedicated service he has given the Town of Norfolk. Signed by the members of the Board of Selectmen.

Mr. Tripp was presented with a Commendation from the Massachusetts State Senate by Senator Cheryl Jacques and a Commendation of the Massachusetts House of Representatives by Representative Jo Ann Sprague.

Mr. St. Amand moved that the Town approve a vote of appreciation for Caroline Price, Town Accountant, who is retiring at the end of the fiscal year after 13 years of service to the Town. The motion was seconded and approved by unanimous vote. Mrs. Price received congratulations from Senator Jacques and Representative Sprague.

ARTICLE 1 of the Warrant, which was the Annual Town Election, took place on May 3, 1994.

ARTICLE 2

APPROVED BY VOICE VOTE that the Town amend the Personnel Bylaw, Section IX C. Classification Schedule by eliminating the existing Management section and the Assistant Assessor position at Grade K Technical/Professional, and replacing them with a new Management section as follows:

CLASSIFICATION PLAN - MANAGEMENT EMPLOYEES

- Management 9 - Town Administrator
- Management 8 - Fire Chief
Highway Superintendent
- Management 7 - Library Director
- Management 6 - Town Accountant
- Management 5 - Building Commissioner
Water Superintendent

- Management 4 - No positions at this time
- Management 3 - Associate Library Director
Recreation Director
- Management 2 - Assistant Assessor
Council on Aging Director
- Management 1 - No positions at this time.

ARTICLE 3

APPROVED BY VOICE VOTE to amend the Personnel Bylaw, Section X D, Compensation Schedule, by deleting the existing Compensation Schedule and replace it with the Compensation Schedule as printed on Page 4 of the Advisory Board Recommendations for this May 24, 1994 Town Meeting.

FY '95 Compensation Schedule

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
MANAGEMENT								
M9	44802	46818	48925	51126	53427	55831	58343	60969
M8	41483	43350	45300	47339	49470	51696	54021	56454
M7	38411	40139	41945	43833	45805	47866	50020	52271
M6	35565	37165	38838	40586	42412	44321	46315	48399
M5	32930	34412	35961	37580	39271	41037	42884	44814
M4	30491	31863	33297	34795	36361	37998	39708	41495
M3	28232	29503	30831	32218	33668	35183	36766	38421
M2	26141	27318	28547	29832	31174	32577	34043	35575
M1	24205	25295	26433	27622	28865	30164	31521	32939
CLERICAL								
9	9.99	10.57	11.19	11.83	12.52	13.26	14.04	
8	8.95	9.47	10.01	10.59	11.22	11.88	12.59	
6	7.91	8.37	8.86	9.37	9.92	10.50	11.10	
TECHNICAL/PROFESSIONAL								
M	14.26	15.08	15.95	16.88	17.86	18.90	20.02	
L	12.94	13.69	14.48	15.33	16.21	17.15	18.18	
K	11.77	12.45	13.17	13.94	14.75	15.60	16.54	
I	10.61	11.23	11.88	12.57	13.30	14.07	14.89	
H	9.54	10.09	10.68	11.30	11.96	12.65	13.40	
G	8.67	9.18	9.71	10.28	10.88	11.51	12.18	
F	7.81	8.26	8.74	9.25	9.79	10.35	10.99	
E	6.95	7.35	7.78	8.23	8.70	9.21	9.76	
D	6.61	6.99	7.40	7.83	8.28	8.77	9.29	
C	6.27	6.63	7.01	7.42	7.85	8.30	8.81	
B	5.16	5.46	5.78	6.12	6.47	6.84	7.24	

ARTICLE 4

APPROVED BY COUNTED VOTE that the Town amend the Personnel Bylaw by classifying the position of Assistant Recreation Director at a Grade H. YES 76 NO 58

ARTICLE 5

APPROVED BY VOICE VOTE that the Town amend the Personnel Bylaw by classifying the position of Library Literacy Coordinator at a Grade K.

ARTICLE 6

6.1 APPROVED BY VOICE VOTE that the Town amend the Personnel Bylaw by reclassifying the position of Administrative Assistant, Highway Department from Grade 8 to Grade 9.

6.2 APPROVED BY VOICE VOTE that the Town amend the Personnel Bylaw by classifying the following Highway Department positions: Assistant Mechanic, Grade H; Driver/Laborer Grade H; Laborer, Grade G.

6.3 APPROVED BY VOICE VOTE that the Town amend the Personnel Bylaw by classifying the following Transfer Station positions: Head Monitor/Operator, Grade I; Gatekeeper, Grade B.

6.4 APPROVED BY VOICE VOTE that the Town amend the Personnel Bylaw by reclassifying the position of Monitor, Grade D to Monitor/Driver, Grade H.

ARTICLE 7

ARTICLE 7 INDEFINITELY POSTPONED BY VOICE VOTE [Reclassify Dispatcher and Chief Dispatcher]

ARTICLE 8

APPROVED BY COUNTED VOTE that the Town amend the Personnel Bylaw by classifying the position of Personnel Administrator at a Grade K. YES 79 NO 53

ARTICLE 9

APPROVED BY VOICE VOTE that the Town amend the Personnel Bylaw Section XIV A 2 Vacation Leave by eliminating the following: "Vacation time is accrued on the basis of months of employment during each fiscal year, July 1 through June 30. Regular full-time employees are compensated on the following basis:

- a. Full time employees with 6 month of service
 - 1 week
 - After 1 year of service up to 5 years 2 weeks
 - After 5 years of service up to 10 years 3 weeks
 - After 10 years of service 4 weeks

Length of service is based on months of service from date of hire." and replacing it with the following new Section XIV A 2 Vacation Leave:

"The established vacation year is the fiscal year, July 1 through June 30. Vacation time is accrued or earned based on the employee's length of service and time worked the preceding year. Regular full-time employees will accrue paid vacation time according to the following schedule:

Service Period	Paid Vacation
First Fiscal Year	5/6 days per month worked
Fiscal Years 2 through 4	5/6 days per month worked (10 days max)
Fiscal Years 5 through 9	1 1/4 days per month worked (15 days max)
Fiscal Years 10 and over	1 2/3 days per month worked (20 days max)

Time worked shall include, in addition to days actually worked, paid vacation, holidays, sick or bereavement leave. Each employee must work at least seventy-five percent of the normal work schedule each month in order for the month to count in the computation of vacation accrual benefits."

and adding a new section k to Section XIV A 2 as follows:

"k. Under unusual circumstances department heads or supervisory boards may grant to an employee a carryover of up to 5 days of vacation time from one fiscal year to the next fiscal year. Each time a carryover is granted the Personnel Board shall be notified in writing."

ARTICLE 10

APPROVED BY VOICE VOTE to fix the salary and compensation of all elected officers of the Town as provided for by Mass. General Law Chapter 41, Section 108; and to authorize any Town Board to employ for additional salary or compensation any of its members and to fix the salary or compensation thereof: Moderator \$1.00; Board of Selectmen \$4,366.00; Town Treasurer \$22,000; Town Clerk \$22,000; Collector of Taxes \$22,000; Board of Assessors \$5,307; Board of Water Commissioners \$1,105; Planning Board \$4,686; Board of Health \$1,696; and Tree Warden \$750.

MOVED AND SECONDED to raise and appropriate, transfer from the Pension Liability Fund, Stabilization Fund, or other available funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the Fiscal Year commencing July 1, 1994:

GENERAL GOVERNMENT	
A. Town Moderator	
Salary	1.00
Expense	105.00
RAISE AND APPROPRIATE	106.00

B. Board of Selectmen	
Salary	83,814.00
Expense	22,585.00
Fuel and Utilities	5,650.00
Committee Fund	5,400.00
Town Report	5,500.00
Out of State Travel	1.00
RAISE AND APPROPRIATE	122,950.00
C. Advisory Board	
Salary	2,244.00
Expense	5,070.00
Reserve Fund	30,000.00
RAISE AND APPROPRIATE	37,314.00
D. Town Accountant	
Salary	94,259.00
Expense	8,165.00
RAISE AND APPROPRIATE	102,424.00
E. Board of Assessors	
Salary	69,731.00
Expense	16,100.00
Out of State Travel	1.00
RAISE AND APPROPRIATE	85,832.00
F. Treasurer	
Salary	42,257.00
Expense	10,650.00
Banking Services	3,600.00
RAISE AND APPROPRIATE	56,507.00
G. Collector of Taxes	
Salary	67,103.00
Expense	22,887.00
RAISE AND APPROPRIATE	89,990.00
H. Town Counsel	
Retainer Fee	12,500.00
Legal Fee	10,000.00
RAISE AND APPROPRIATE	22,500.00
I. Personnel Board	
Salary	1,082.00
Expense	1,600.00
Out of State Travel	1.00
RAISE AND APPROPRIATE	2,683.00
J. Computer Systems Committee	
Expense	-0-
K. Tax Title	
Salary	10,748.00
Expense	95.00
RAISE AND APPROPRIATE	10,843.00

L. Town Clerk	
1. Office	
Salary	40,580.00
Expense	2,400.00
2. Elections	
Salary	4,500.00
Expense	2,480.00
RAISE AND APPROPRIATE	49,960.00
M. Board of Registrars of Voters	
Salary	4,250.00
Expense	1,500.00
Computer Services	3,500.00
RAISE AND APPROPRIATE	9,250.00
N. Conservation Commission	
Salary	8,920.00
Wetland Protection Expense	-0-
Expense	645.00
RAISE AND APPROPRIATE	9,565.00
O. Planning Board	
Salary	32,963.00
Expense	4,026.00
Engineering	10,676.00
Tri-Town Planner	25,496.00
RAISE AND APPROPRIATE	73,161.00
P. Appeals Board	
Salary	14,722.00
Expense	2,561.00
Engineer/Consulting	1.00
RAISE AND APPROPRIATE	17,284.00
Q. Engineering Assistance -	
Expense	
RAISE AND APPROPRIATE	1,000.00
R. Permanent Building Committee	
Salary and Expense	-0-
S. Insurance - General	
RAISE AND APPROPRIATE	194,230.00
PUBLIC SAFETY	
A. Police Department	
Salary	857,226.97
Expense	64,188.00
Fuel and Utilities	18,000.00
Cruiser Replacement	35,000.00
RAISE AND APPROPRIATE	974,414.97
B. Fire Department	
Fire Salary	230,960.00
Ambulance Salary	54,970.45

Fuel and Utilities	3,750.00
Fire Expense	34,200.00
Ambulance Expense	4,500.00
Tuition and Training	16,000.00
RAISE AND APPROPRIATE	320,880.45
TRANSFER FROM THE AMBULANCE FUND	23,500.00
C. Building Department	
Salary	100,123.00
Expense	3,650.00
Fuel and Utilities	2,500.00
Rough Mileage Allowance	1,000.00
RAISE AND APPROPRIATE	107,273.00
D. Sealer of Weights	
Salary	500.00
Expense	31.00
RAISE AND APPROPRIATE	531.00
E. Emergency Management (Civil Defense)	
Salary	568.00
Expense	1,900.00
RAISE AND APPROPRIATE	2,468.00
F. Animal Control Officer	
Salary	10,485.00
Expense	2,950.00
Fuel and Utilities	700.00
RAISE AND APPROPRIATE	14,135.00
G. Animal Inspector	
Salary	1,656.00
Expense	150.00
RAISE AND APPROPRIATE	1,806.00
H. Tree Department and Shade Tree	
Tree Salary	750.00
Tree Expense	24,500.00
Utility Inspection Fees	-0-
STMPC Salary	750.00
STMPC Expense	8,000.00
RAISE AND APPROPRIATE	34,000.00
I. Fire/Police Communication	
Salary	137,519.00
Expense	5,400.00
RAISE AND APPROPRIATE	142,919.00
J. Fire/Police Station	
Expense	19,855.00
Fuel and Utilities	24,500.00
RAISE AND APPROPRIATE	44,355.00

EDUCATION

A. Norfolk Elementary School -	
RAISE AND APPROPRIATE	4,340,909.00
B. King Philip Regional - Norfolk Share -	
RAISE AND APPROPRIATE	1,721,338.00
C. Tri-County Regional - Norfolk Share -	
RAISE AND APPROPRIATE	219,143.00

PUBLIC WORKS

A. Town Highway	
Salary	352,696.00
Expense	118,460.00
RAISE AND APPROPRIATE	471,156.00
B. Special Projects	-0-
C. Recreational Field Work	
Salary	7,887.00
Expense	3,000.00
RAISE AND APPROPRIATE	10,887.00
D. Highway Garage -	
Fuel and Utilities -	
RAISE AND APPROPRIATE	32,318.00
E. Snow Removal Expense -	
RAISE AND APPROPRIATE	80,300.00
F. Transfer Station/Recycling Center	
Salary	59,325.00
Expense	127,857.00
Fuel and Utilities	7,085.00
RAISE AND APPROPRIATE	194,267.00
G. Septage Disposal Assessment -	
Solid Waste Disposal -	
RAISE AND APPROPRIATE	2,300.00
H. Cemetery Commission	
Salary	11,760.00
Expense	3,588.00
Veteran Grave Restoration	1,179.00
TRANSFER FROM CEMETERY REVENUE	
	16,527.00
I. Office of Veterans Graves	
Salary	287.00
Expense	620.00
RAISE AND APPROPRIATE	907.00
J. Street Lighting Expense -	
RAISE AND APPROPRIATE	23,870.00

HUMAN SERVICES**A. Board of Health**

Salary	36,761.00
Expense	35,280.00
RAISE AND APPROPRIATE	72,041.00

B. Human Services

Norfolk Mental Health	3,500.00
S.N.C.A.R.C.	3,500.00
RAISE AND APPROPRIATE	7,000.00

C. Council on Aging

Salary	46,185.00
Expense	3,350.00
Facilities	3,000.00
Service Program	10,000.00
Transportation	2,500.00
RAISE AND APPROPRIATE	65,035.00

D. Veterans' Services

Salary	2,814.00
Expense	285.00
Veterans' Benefits	3,000.00
RAISE AND APPROPRIATE	6,099.00

CULTURE AND RECREATION**A. Public Library**

Salary	154,487.00
Expense	72,843.00
Fuel and Utilities	10,000.00
RAISE AND APPROPRIATE	235,830.00
TRANSFER FROM COPIER FUND	1,500.00

B. Recreation Commission

Salary	35,311.00
Expense	3,000.00
RAISE AND APPROPRIATE	38,311.00

C. Recreation for Handicapped

-0-

E. Historical Commission -

Expense -	
RAISE AND APPROPRIATE	323.00

F. Town Memorial Day Expense -

RAISE AND APPROPRIATE	555.00
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DEBT SERVICE**A. Water Department Borrowing**

Pumping Station #2	40,000.00
Interest - Pumping Station #2	1,390.00
Maturing Debt	3,600.00
Interest - Maturing Debt	274.00

Standpipe Debt	20,000.00
Interest - Standpipe Debt	700.00
Pond St. Debt	13,000.00
Interest - Pond St. Debt	14,047.00
Grove Street Debt	10,000.00
Interest - Grove St. Debt	1,420.00
Miller Street Debt	31,000.00
Interest - Miller Street Debt	4,402.00
Noon Hill Debt	75,303.00
Interest - Noon Hill Debt	72,251.00
Pond Street Temporary Interest	12,000.00
Bond Registration	-0-
TRANSFER FROM WATER REVENUE	299,387.00

B. Fire/Police/Library Bond

Maturing Debt	100,000.00
Interest on Debt	3,500.00
RAISE AND APPROPRIATE	103,500.00

C. Town Share Water Bonds

Standpipe Debt	30,000.00
Standpipe Interest	1,050.00
Noon Hill Debt	4,697.00
Noon Hill Interest	4,506.00
Week #1 Debt	14,400.00
Well #1 Interest	1,094.00
Well #2 Debt	10,000.00
Well #2 Interest	348.00
RAISE AND APPROPRIATE	66,095.00

D. Treasurer Borrowing

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E. Bond Registration -

RAISE AND APPROPRIATE	1,100.00
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F. Notes & Bond Cert. -

RAISE AND APPROPRIATE	300.00
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H. Front End Loader Lease Purchase -

RAISE AND APPROPRIATE	29,000.00
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I. Tub Grinder Lease Purchase -

RAISE AND APPROPRIATE	13,384.00
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J. Elementary School Land

Debt	24,000.00
Interest on Debt	22,791.00
RAISE AND APPROPRIATE	46,791.00

K. Elementary School Roof

Debt	15,000.00
Interest	14,100.00
RAISE AND APPROPRIATE	29,100.00

L. Elementary School Building (Main St.)	
Debt	327,000.00
Interest	353,133.00
RAISE AND APPROPRIATE	680,133.00
M. Landfill Closure Bond	
Debt	-0-
Temp. Interest	20,000.00
RAISE AND APPROPRIATE	20,000.00
N. Container Truck -	
RAISE AND APPROPRIATE	29,250.00
O. Back hoe -	
RAISE AND APPROPRIATE	17,200.00
P. Computer for Board of Assessors -	
RAISE AND APPROPRIATE	7,500.00
Q. Forestry Truck -	
RAISE AND APPROPRIATE	25,800.00
R. Final 363000 for OLIVE DAY SCHOOL	
Debt	75,000.00
Interest on Debt	16,335.00
RAISE AND APPROPRIATE	91,335.00

EMPLOYEE BENEFITS

A. State and County Retirement	380,507.00
B. Medical Insurance	277,580.00
C. Life Insurance	6,300.00
D. Unemployment Compensation	15,000.00
E. Longevity	39,000.00
F. Medicare	41,000.00
RAISE AND APPROPRIATE	451,363.58

TRANSFER FROM 1993 ASSESSMENT FOR NORFOLK AGRICULTURAL SCHOOL	42,107.00
TRANSFER FROM FREE CASH	205,916.42
TRANSFER FROM OVERLAY SURPLUS	60,000.00

MOTION MADE AND SECONDED TO AMEND by increasing the Personnel Board Salary to \$16,650.00. **AMENDMENT DEFEATED BY VOICE VOTE.**

MOVED AND SECONDED TO AMEND by reducing Recreation Commission Salary by \$9,000.00 to \$26,311.00. **AMENDMENT DEFEATED BY COUNTED VOTE: 66 YES 75 NO**

A RECOUNT WAS REQUESTED. THE RECOUNT RESULT WAS 68 YES 83 NO

THE ORIGINAL MOTION WAS APPROVED BY VOICE VOTE

ARTICLE 11

APPROVED BY VOICE VOTE to transfer the sum of \$330,029.27 from Water Department Revenue to fund the Water Department Maintenance and Operating Expenses.

ARTICLE 12

12A APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$18,750.00 for purchase of three optical scan vote tabulating machines for the Town Clerk-Elections Department.

12B. ARTICLE 12B INDEFINITELY POSTPONED BY VOICE VOTE [Comp. Equip. for BOS Office]

12C. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$1,500.00 to purchase garage door openers for the Police Department.

12D. ARTICLE 12D INDEFINITELY POSTPONED BY VOICE VOTE [Tree work at Fire/Police Station]

12E. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$4,200.00 for installation of a catch basin to correct a drainage problem at the Fire/Police Station.

12F. ARTICLE 12F INDEFINITELY POSTPONED BY VOICE VOTE [Air bag rescue system]

12G. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$3,000.00 to purchase a copy machine for the Fire Department.

12H. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$1,500.00 to purchase an air monitoring device for the Fire Department.

12I. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$25,000.00 to purchase protective gear for the Fire Department.

12J. ARTICLE 12J INDEFINITELY POSTPONED BY VOICE VOTE [Comm. equip. for Fire Dept.]

12K. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$55,000.00 to purchase a Front End Loader for the Highway Department.

12L. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$30,000.00 to purchase a one-ton 4x4 dump truck for the Highway Department.

12M. ARTICLE 12M INDEFINITELY POSTPONED BY VOICE VOTE [Highway Garage Heating]

12N. ARTICLE 12N INDEFINITELY POSTPONED BY VOICE VOTE [Generator for Highway Garage]

12O. APPROVED TO VOICE VOTE to transfer from Free Cash the amount of \$4,000.00 to purchase communications equipment for the Highway Department.

12P. ARTICLE 12P INDEFINITELY POSTPONED BY VOICE VOTE [Compactor unit - Highway]

12Q. ARTICLE 12Q INDEFINITELY POSTPONED BY VOICE VOTE [Hydraulic lift - Highway]

12R. ARTICLE 12R INDEFINITELY POSTPONED BY VOICE VOTE [Telephone system - Highway]

12S. ARTICLE 12S INDEFINITELY POSTPONED BY VOICE VOTE [Copy machine - Highway]

12T. ARTICLE 12T INDEFINITELY POSTPONED BY VOICE VOTE [Pavement roller - Highway]

12U. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$2,700.00 for rabies vaccinations for public safety employees.

12V. ARTICLE 12V INDEFINITELY POSTPONED BY VOICE VOTE [Codify bylaws]

12W. APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$3,000.00 for the installation of spill and overfill containment devices on fuel storage facilities.

THE MOTION WAS MADE, SECONDED AND UNANIMOUSLY APPROVED BY VOICE VOTE TO ADJOURN UNTIL WEDNESDAY, MAY 25, 1994 at 7:30 p.m. at the King Philip High School Auditorium. The meeting adjourned at 11:10 p.m.

WEDNESDAY, MAY 25, 1994

The meeting was called to order at 7:35 p.m. There were 177 voters that attended this second session.

ARTICLE 13

MOVED AND SECONDED to Indefinitely Postpone Article 13.

A SUBSTITUTE MOTION was moved and seconded as follows:

To see if the Town will vote to petition the State Legislature for Special Act Legislation substantially as follows:

The Board of Selectmen shall have the following membership and powers:

A. There shall be a Board of Selectmen consisting of (5) members, elected by the voters for terms of three years each, so arranged that the term of office is as nearly an equal number of members as is possible expire each year.

B. At the annual Town election of May of nineteen hundred and ninety-five the two positions of the Board of Selectmen created by this Article shall be filled. The candidate receiving the highest number of votes at said election shall serve for a term of office expiring at the third annual Town election following this Town election, the candidate receiving the second highest number of votes at said Town election shall serve for a term of office expiring at the second annual Town election following this Town election.

C. The executive powers of the Town shall be vested in the Board of Selectmen. The Board of Selectmen's primary functions will be the promulgation of policy, including financial policy, long range planning, the award and execution of contracts for goods and services, the enforcement of bylaws and orders for government, appointment of certain Town officials, Boards, Councils, Commissions and Committees, and the oversight of Town departments or agencies. If any of the provisions of the legislation proposed by this article is deemed to be unconstitutional or invalid, the remaining provisions of the proposed legislation shall not be affected thereby.

MOVED AND SECONDED TO AMEND THE SUBSTITUTE MOTION as follows: The first sentence of B. should read nineteen hundred and ninety-six. This article should be in two sections: Section I containing paragraphs A, B, and C. New Section II: This article shall take effect after approval by the Town at the Town election following passage of the legislation.

AMENDMENT APPROVED BY VOICE VOTE

SUBSTITUTE MOTION AS AMENDED APPROVED TO REPLACE ORIGINAL MOTION BY COUNTED VOTE YES 83 NO 72

NEW MAIN MOTION DEFEATED BY COUNTED VOTE YES 78 NO 82

Reconsideration of Article 13 Defeated by Counted Vote YES 72 NO 89

ARTICLE 14

MOVED AND SECONDED that the Town petition the Massachusetts General Court for Special Act Legislation concerning the Town Administrator, with language as set forth on page 17 of the Advisory Board Recommendations for this May 24, 1994 Annual Town Meeting with the addition of the provision that this Article shall take effect after approval by the Town at the Town election following passage of the legislation.

MOVED AND SECONDED TO AMEND the language by adding at the end of paragraph A the words "just cause to include without limitation fundamental policy or other substantive differences regarding the administration of the Town government." **AMENDMENT DEFEATED BY COUNTED VOTE YES 49 NO 67**

APPROVED BY VOICE VOTE to authorize the Board of Selectmen to petition the state legislature for special act legislation substantially as follows: The Town administrator shall have the following qualifications, powers and duties:

A. There shall be a Town Administrator, the Chief Administrative Officer of the Town, who shall be especially qualified by education and experience for this position. The Town Administrator shall be appointed by the Board of Selectmen for a three (3) year term and shall be subject to dismissal by the Board of Selectmen for just cause.

B. The Town Administrator shall be responsible for the daily management of the Town. He/she shall act as the agent for the Board of Selectmen for the administration of all Town affairs placed in her/his charge by, or pursuant to this legislation, Town Bylaw or Charter.

C. The Town Administrator, under the policy direction of the Board of Selectmen, shall supervise, direct and be responsible for the efficient administration of all officers appointed by him/her and their respective departments and of all functions for which she/he is given responsibility and authority by this legislation, Town Meeting or vote of the Board of Selectmen.

D. The Town Administrator shall have the power to delegate, authorize or direct subordinates or employees of the Town to exercise any power, duty or responsibility which the office of Town Administrator is authorized to exercise under this legislation. All actions performed under such delegation shall be deemed to be the actions of said Town Administrator.

E. Subject to ratification by a majority vote of the Board of Selectmen, the Town Administrator shall appoint the Police Chief, the Fire Chief, the Highway Superinten-

dent, the Director of the Finance Department, the Building Commissioner, the Director of the Emergency Management Office and the Animal Control Officer. These positions shall be subject to dismissal by the Board of Selectmen for just cause. Subject to the confirmation of the Board of Selectmen, the Town Administrator shall appoint employees of Boards, Commissions, Councils or Committees appointed by the Board of Selectmen.

F. In consultation with the Department Heads, the Town Administrator shall appoint all employees of these departments except clerical and maintenance employees who are appointed by the Department Heads.

G. If any provision of the legislation proposed by this article is deemed to be unconstitutional or invalid, the remaining provisions of the proposed legislation shall not be affected thereby.

H. This article shall take effect after approval by the Town at Town election following passage of the legislation.

ARTICLE 15

MOVED AND SECONDED that the Town adopt the optional plan of municipal administration as authorized by Section 11 of Chapter 43C of the Massachusetts General Laws and amend the Norfolk Bylaws by adding a new Section 6 to Article II as printed on pages 19 and 20 of the Advisory Board Recommendations for this May 24, 1994 Town Meeting.

SUBSTITUTE MOTION MADE AND SECONDED to adopt the optional plan of municipal administration as authorized by Section 11 of Chapter 43C of the Massachusetts General Laws and amend Article II of the Revised Bylaws for the Town of Norfolk by adding the following new Section 6 to Article II:

Section 6 - Town Financial Departments

A. The Town of Norfolk shall conduct no further elections for the positions of Town Treasurer and Town Tax Collector. In May 1995 the elected Terms of the current Town Treasurer and the current Town Tax Collector shall terminate.

B. On June 1, 1995, the existing offices of Town Treasurer and Town Tax Collector shall be combined into one office of Town Treasurer/Collector, appointed by the Board of Selectmen and responsible for all treasury and collection functions of the Town.

C. The Board of Selectmen may designate either the Town Treasurer/Collector or the Town Accountant as Di-

rector of Municipal Finance, in addition to his/her primary duties, or may designate some other qualified person, not necessarily a current employee of the Town. The Director of Municipal Finance shall report to the Board of Selectmen and shall manage a Department of Municipal Finance consisting of the Town Accountant and Town Treasurer/Collector functions.

D. The Director of Municipal Finance may occupy either the Town Accountant position or the Town Treasurer/Collector position, or some other Town position, but not more than one of these at the same time.

E. To help assure that a well qualified person is appointed Director of Municipal Finance, the Board of Selectmen shall evaluate applicants and discuss their first choice with the Advisory Board, and shall appoint a Director of Municipal Finance only when a majority of the Advisory Board votes that the candidate is well qualified and likely to perform well in the position.

F. In addition to his/her other responsibilities, the Director of Municipal Finance shall be responsible for initiating and coordinating the Annual Town Budgeting Process (exclusive of the Schools Budgeting Process) culminating in the presentation of budget proposals to the Advisory Board and the documentation of the Board's recommendations to Town Meeting.

G. If any provision of the bylaw hereby proposed is deemed invalid or unconstitutional, the remaining provisions shall not be affected thereby.

MOVED AND SECONDED TO AMEND THE ORIGINAL MOTION by deleting from Section D the last two sentences and replacing them with the sentence "An elected three member Board of Assessors shall be a part of the Department of Municipal Finance, and shall continue to make decisions on any matters of statutory independence which they are required to make under Massachusetts General Laws." and in Section H delete the words "Accountant and the Board of Assessors" in the first sentence and substitute the words "and Accountant".

Since the hour was late and the discussion would likely be a long one, the Moderator entertained a motion and second to recess the discussion of this Article 15 to Tuesday, May 21, 7:30 p.m. at King Philip High. The motion passed on a unanimous voice vote and the meeting was recessed at 11:20 p.m.

TUESDAY, MAY 31, 1994

The meeting was reconvened at 7:35 p.m. There were 159 voters attending the session. The Moderator administered

the oath to counters Jonathan Smith, John Ramsey and Alex Vispoli.

MOTION TO AMEND ORIGINAL MOTION WAS APPROVED BY COUNTED VOTE YES 91 NO 36

THE SUBSTITUTE MOTION WAS DEFEATED BY A VOICE VOTE.

MOVED AND SECONDED TO AMEND THE NEW MAIN MOTION Section A by adding the following sentence: "Any consolidation of School Department Administrative functions with the consolidated Department of Municipal Finance shall be conducted under the provisions of Mass. General Laws Chapter 71, Section 37M.

AMENDMENT APPROVED BY VOICE VOTE.

SUBSTITUTE MOTION MADE AND SECONDED to refer Article 15 back to the Charter Committee with a request that it is presented to the November 1994 Town Meeting as part of a proposed charter for approval to petition the State Legislature for Special Act Legislation; and that this act shall take effect only after acceptance by the Town at the Town election following passage of said special legislation. **DEFEATED BY COUNTED VOTE YES 61 NO 69**

MAIN MOTION AS AMENDED APPROVED BY COUNTED VOTE YES 69 NO 66

MOTION TO RECONSIDER DEFEATED BY VOICE VOTE

ARTICLE 15 AS FINALLY APPROVED:

That the Town adopt the optional plan of municipal administration as authorized by Section 11 of Chapter 43C of the Massachusetts General Laws and amend Article II of the revised bylaws for the Town of Norfolk by adding the following new Section 6 providing for a combined Department of Municipal Finance.

Section 6: Department of Municipal Finance

A. There shall be a Consolidated Department of Municipal Finance as provided for under Massachusetts General Laws, Chapter 43C, Section 11 which shall be responsible for all the fiscal and financial affairs of the Town of Norfolk and for the supervision and coordination of all activities of all government agencies in relation to any fiscal or financial matters. This department shall include the following existing entities which shall become divisions of the consolidated department: Accountant, Treasurer, Tax Collector, and the Assessors Office, including the Board of Assessors. Additionally, the functions of budget coordination and of automated data processing shall also become

part of the responsibilities of this department. Any consolidation of School Department administrative functions with the Consolidated Department of Municipal Finance shall be conducted under the provisions of Massachusetts General Laws Chapter 71, Section 37M.

B. There shall be a Director of Municipal Finance/Town Accountant reporting to the Town Administrator, who shall be appointed by the Town Administrator with the advice and consent of a majority of the Board of Selectmen. In the event of the absence of a provision in the bylaw, describing the appointing authority of the Town Administrator, the Board of Selectmen shall have and possess the power of appointing the Director of Municipal Finance. The term of office for the said position shall be three (3) years. All other conditions of employment will be outlined in the provisions of the Town Personnel Bylaws. The Director shall be fully qualified by training, experience and executive ability to discharge the duties of the office. Further, the department will initially include the position of Finance Assistant to Accountant which will include but not be limited to performing the duties currently discharged by the Assistant Town Accountant.

C. The existing offices of Town Treasurer and Tax Collector shall be combined into one position of Town Treasurer/Collector (see paragraph H). This office shall be responsible for all treasury and collection functions of the Town. This division of the department shall also initially include the position of Finance Assistant to the Treasurer/Collector, which shall perform but not be limited to discharging the current duties of the Assistant Treasurer. The Town Treasurer/Collector, an officer of the Finance Department reporting the Director of Municipal Finance, shall be appointed by the Director of Municipal Finance with the advice and consent of the Town Administrator subject to confirmation by a majority of the Board of Selectmen and all of whose conditions of employment shall be subject to the provisions of the Town Personnel Bylaws.

D. The Director of Municipal Finance, in consultation with the Board of Assessors, and with the advice and consent of the Town Administrator, subject to confirmation by a majority of the Board of Selectmen, shall appoint a Chief Assessor. The Chief Assessor, an officer of the Department of Municipal Finance, reporting to the Director of Municipal Finance, shall be responsible for management of all the Assessing functions for the Town of Norfolk. An elected three member Board of Assessors shall be a part of the Department of Municipal Finance, and shall continue to make decisions on any matters of statutory independence which they are required to make under Massachusetts General Laws.

E. All officers appointed by the Director of Municipal Finance shall be appointed for a term of up to three (3)

years and may be removed for just cause as determined by the Director of Municipal Finance with the advice and consent of the Town Administrator, subject to the provisions of the Town of Norfolk Personnel Bylaws. Further, all personnel working in any division within the consolidated department shall be appointed by and be subject to the general supervision of the Director of Municipal Finance. The Director of Municipal Finance may, from time to time, with the advice and consent of the Town Administrator, and as needed, reorganize the duties and responsibilities of the offices of the Department and its personnel.

F. The functions of the Consolidated Department of Municipal Finance shall include the following;

1. Coordination of all fiscal and financial activities and services.
2. Maintenance of all accounting records and other financial statements.
3. Payment of all financial obligations.
4. Receipt of all finds due, either directly or via the responsible Department Head.
5. Assistance to all other Town Departments or offices in any matter related to financial affairs.
6. Specifically, discharge the duties of Town Government related to Accounting, Treasury, Revenue Collection, Payroll processing Assessing, Financial Risk Management and Data Processing.
7. Responsibilities for financial planning, and coordination of all financial planning and the capital budgets.
8. Monitor the expenditures of all funds, including periodic reporting to the appropriate agencies of the status of accounts.
9. Supervision of all data processing activities and the planning of information technology needs of Town Government in conjunction with the Town Administrator and the appropriate department heads.
10. Such matters as may be determined necessary from time to time by the Town Administrator and The Board of Selectmen.

G. The Director of Municipal Finance shall be responsible for coordinating the Annual Town Operating Budget process as well as the Capital Budget process. This would

include activities such as request and guidelines for department budgets, preparation of financial forecasts of receipts, working with and providing necessary advice to the Town Administrator, the Board of Selectmen and the Advisory Committee during their evaluation and consideration of the Town budget, consolidating and preparing the final budget submission to the Town Meeting, and the timely issuance of the tax bills after the passage of an approved budget and the setting of the tax rates.

H. It is the intent of this bylaw that upon the appointment and assumption of office by the Director of Municipal Finance/Town Accountant, the terms of the existing Treasurer, Collector and Accountant shall terminate, but the persons in those offices shall continue as the head of their respective divisions under the direction and supervision of the Director, until the date that their present terms of office would have expired or when the position becomes vacant, with the same salary and benefits.

I. While it is the intent of this article to create a Department of Municipal Finance under the management of a Director of Municipal Finance who initially will also be the Town Accountant, the Director of Municipal Finance may also serve as Treasurer/Collector, Chief Assessor, Accountant, or any combination of the above, provided that

no one person shall hold both the Accountant and Treasurer/Collector positions at the same time. Likewise the officers appointed may serve in more than one capacity provided that Accountant and Treasurer shall not be combined.

J. If any of the provisions of the bylaw proposed by this article is deemed to be unconstitutional or invalid, the remaining provisions of the proposed bylaw shall not be affected thereby.

ARTICLE 16

APPROVED BY VOICE VOTE to amend the Personnel Bylaw by classifying the following Municipal Finance Department positions: Director of Municipal Finance/Town Accountant Grade Mgmt 8; Treasurer/Collector Mgmt 5; Chief Assessor Grade Mgmt 5.

ARTICLE 17

APPROVED BY VOICE VOTE to amend the Personnel Bylaw Section XIII Performance Appraisal Program by inserting a new section 6.0 Evaluators as printed on pages 20 and 21 of the Advisory Board Recommendations for this May 24, 1994 Town Meeting, and to renumber the remaining sections sequentially.

POSITION	EVALUATOR	SECONDARY EVALUATOR
ACCOUNTING: Town Accountant Accounting Staff	Town Administrator Town Accountant	Board of Selectmen Town Administrator
APPEALS, BOARD OF Board Staff	Board of Appeals	Not Required
ASSESSORS, BOARD OF Assessor's Dept. Staff Assistant Assessor	Assistant Assessor Board of Assessors	Board of Assessors Not Required
BUILDING DEPARTMENT Building Commissioner Building Dept. Personnel (including Inspectors)	Town Administrator Building Commissioner	Board of Selectmen Town Administrator
COLLECTOR OF TAXES Assistant Tax Collector Office Staff	Tax Collector Tax Collector	Personnel Board Personnel Board
CONSERVATION COMMISSION Conservation Commission Staff	Conservation Commission	Not Required

COUNCIL ON AGING Executive Director Staff, Council on Aging	Council on Aging Executive Director	Not Required Council on Aging
ENGINEERING Town Engineer	Highway Superintendent	Town Administrator
FIRE DEPARTMENT Fire Chief Fire Personnel (including all fire- fighters and EMTs)	Town Administrator Fire Chief	Board of Selectmen Town Administrator
HEALTH, BOARD OF Board of Health Staff	Board of Health	Not Required
HIGHWAY DEPARTMENT Superintendent Highway Dept. Personnel Transfer Station Personnel	Town Administrator Highway Superintendent Highway Superintendent	Board of Selectmen Town Administrator Town Administrator
LIBRARY Library Director Library Staff	Library Trustees Library Director	Not Required Library Trustees
PERSONNEL BOARD Personnel Board Staff	Personnel Board	Not Required
PLANNING BOARD Planning Board Staff	Planning Board	Not Required
POLICE DEPARTMENT Police Chief Chief Dispatcher Dispatchers Police Personnel (except contract employees)	Town Administrator Police Chief Police Chief Police Chief	Board of Selectmen Town Administrator Town Administrator Town Administrator
RECREATION COMMISSION Recreation Director, Recreation Staff	Recreation Commission Recreation Director	Not Required Recreation Commission
SELECTMEN, BOARD OF Town Administrator Staff, Selectmen's Office	Board of Selectmen Town Administrator	Not Required Board of Selectmen
TOWN CLERK Assistant Town Clerk	Town Clerk	Personnel Board
TREASURER Assistant Treasurer	Treasurer Board of Selectmen	Personnel Board

WATER DEPARTMENT

Water Superintendent
Water Dept. Personnel

Water Commissioners
Water Superintendent

Not Required
Water Commissioners

VETERAN AGENT

Veteran's Agent
Veteran Agent Staff

Town Administrator
Veteran Agent

Board of Selectmen
Town Administrator

ARTICLE 18

Moved and seconded that the following committees be appointed: ARTS COUNCIL, 9 members; BAY CIRCUIT REGIONAL, 2 members; ADA COMPLIANCE COMMITTEE, 5 members plus Town Administrator ex officio and non-voting; INSURANCE ADVISORY COMMITTEE, 5 members; RECYCLING/TRANSFER STATION ADVISORY COMMITTEE, 7 members and Highway Superintendent ex-officio and non-voting; ZONING BYLAW STUDY COMMITTEE, 7 members, two appointed by Board of Selectmen, and one ex-officio member or designee from Board of Appeals, Planning Board, Board of Health, Conservation Commission, Building Commissioner and Town Counsel ex-officio and non-voting; CORRECTIONS ADVISORY COMMITTEE, 5 members; TOWN HILL COMMITTEE, 7 members; ECONOMIC DEVELOPMENT COMMITTEE, 7 members appointed jointly by the Board of Selectmen and Planning Board; OPEN SPACE PLANNING COMMITTEE, 5 members made up of a member or designee of the Recreation Commission and Conservation Commission and 3 other members to be appointed jointly by the Board of Selectmen and Planning Board; REGIONAL SEWER PACKAGE TREATMENT PLANT STUDY COMMITTEE, 3 members appointed jointly by the Board of Selectmen and Planning Board; POLICE STATION/TOWN HALL STEERING COMMITTEE, 7 members. All members of Committees are appointed by the Board of Selectmen unless otherwise designated.

MOVED AND SECONDED TO AMEND the motion to have the Economic Development Committee 7 members appointed by the Moderator. **DEFEATED BY VOICE VOTE.**

MOVED AND SECONDED TO AMEND the motion to reduce the number of members of the Recycling/Transfer Station Advisory Committee back to the original 5.

APPROVED ON A VOICE VOTE

THE MAIN MOTION AS AMENDED WAS APPROVED ON A VOICE VOTE.

It was moved, seconded and approved by voice vote to recess this meeting to Wednesday, June 1, at 7:30 p.m. in

the King Philip Regional High School Auditorium to continue discussion of Article 18. The meeting was recessed at 11:00 p.m.

WEDNESDAY, JUNE 1, 1994

The meeting was continued at 7:35 p.m. There were 112 voters attending during the session.

ARTICLE 18 Continued:

APPROVED BY VOICE VOTE to act on the report of any committee or Town Officer, or to instruct any committee or Town Officer. The following committees reported to the Town Meeting; Police Station/Town Hall Steering Committee, Open Space Committee, Mirror Lake Committee, Housing Authority, Recycling/Transfer Station Advisory Committee, Economic Development Committee, Norfolk School Committee, Permanent Building Committee, and Cable Corporation.

ARTICLE 19

APPROVED BY VOICE VOTE that the Town accept and enter into contracts for the expenditure of fiscal year 1995 Chapter 90 funds, not to exceed \$254,047.00, allocated by the Commonwealth, said funds are for the construction, reconstruction or improvements to public roads within the Town as requested by the Board of Selectmen, and to authorize the Treasurer to borrow or bond pursuant to Massachusetts General Laws, Chapter 44, Section 6A in anticipation of reimbursement.

ARTICLE 20

ARTICLE 20 INDEFINITELY POSTPONED BY VOICE VOTE [Gas Tax monies]

ARTICLE 21

APPROVED BY VOICE VOTE to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Boards.

ARTICLE 22

APPROVED BY VOICE VOTE to accept all State and Federal Grants and reimbursements for the Water Department which do not require matching funds from the Town or any representative or agency thereof and will not obligate or encumber any resident of the Town of Norfolk without a town meeting.

ARTICLE 23

APPROVED BY VOICE VOTE to authorize the Water Commissioners to transfer the sum of up to \$32,430.00 from Water Department Revenue to Water Department Operating Expenses to fund either the litigation expense of the Declaratory Judgment against Duck Farm Springs Water Company, or the settlement and release by the Duck Farm Springs Water Company, and all persons claiming under the, of all claims relative to the distribution of water by the Norfolk Water Department to present or former customers of Duck Farm Springs Water Company or Pondville Water Company.

ARTICLE 24

APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$25,000.00 to secure professional design services, and make improvements to Town Hill, this project to be completed under the direction of the Town Hill Committee.

ARTICLE 25

MOVED AND SECONDED to transfer the sum of \$42,000.00 from Free Cash for renovations to the Public Library to: (1) attain compliance with the Americans for Disabilities Act; (2) replace the underground fuel oil storage tank with an above ground tank; and (3) replace two boilers in the heating system.

MOVED AND SECONDED TO AMEND the motion to add the words "to be supervised by the Permanent Building Committee." **AMENDMENT APPROVED BY VOICE VOTE**

MAIN MOTION AS AMENDED APPROVED BY VOICE VOTE.

ARTICLE 26

ARTICLE 26 INDEFINITELY POSTPONED BY VOICE VOTE [replace Library carpeting]

ARTICLE 27

MOVED AND SECONDED to Indefinitely Postpone Article 27.

SUBSTITUTE MOTION MADE AND SECONDED to transfer from Free Cash the sum of \$10,000.00 to the Conservation Fund for the purpose of open space acquisition and/or land maintenance as authorized by Mass. General Laws, Chapter 40, Section 8C, and in accordance with the 1992 Norfolk Master Plan. **SUBSTITUTE MOTION DISAPPROVED BY VOICE VOTE**

ARTICLE 27 INDEFINITELY POSTPONED BY VOICE VOTE

ARTICLE 28

APPROVED BY UNANIMOUS VOICE VOTE to designate approximately fifteen (15) acres of land north of the H. Olive Day Elementary School and south of Tucker Road, as shown on the "Plan of Land in Norfolk MA, dated August 19, 1991, revised on October 17, 1991, prepared by Landmark Engineering of New England, Inc., referenced as Assessors Map 14, Block 47, Lot 1" to be open space/conservation land under the control and management of the Conservation Commission in accordance with the vote taken under Article 7 at the October 23, 1991 Town Meeting. This designation is subject to drainage easements, which are to be maintained by the School Department, shown on the Plan entitled "Existing Conditions Site Plan Prepared for the Town of Norfolk, Site of Elementary School, Norfolk, MA prepared by GLM Engineering, Inc., dated January 15, 1992, as most recently revised on January 13, 1993, and signed by C.J. Mabardy, Inc. as the As-Built drawing, dated May 16, 1994."

ARTICLE 29

APPROVED BY VOICE VOTE to authorize the use of a revolving fund pursuant to MGL Chapter 44, Section 53E1/2, for the purpose of paying the expense of snow removal from School property within the Town of Norfolk, said fund to be credited with receipt of fees charged for this service under the authority and direction of the Board of Selectmen; such expenditures not to exceed the sum of \$10,000.00 in Fiscal Year 1995.

Moved, seconded and approved by voice vote to adjourn this town meeting to Tuesday, June 7, 1994 at 7:30 p.m. at the King Philip Regional High School.

The meeting adjourned at 11:00 p.m.

TUESDAY, JUNE 7, 1994

The adjourned meeting was called to order at 7:30 p.m. There were 86 voters attending the session.

ARTICLE 30

APPROVED BY VOICE VOTE to transfer from the Ambulance Fund a sum of \$2,500.00 and pursuant to Mass. General Laws, Chapter 44, Section 53E1/2, authorizing the use of a revolving fund for the purpose of paying the expense of ambulance billing collection, and said fund to be credited with a portion of the ambulance receipts for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed the sum of \$8,000.00 in fiscal year 1995.

ARTICLE 31

ARTICLE 31 INDEFINITELY POSTPONED BY VOICE VOTE [Tree Warden revolving fund]

ARTICLE 32

APPROVED BY VOICE VOTE to re-authorize a Planning Board Revolving Fund pursuant to Mass. General Laws, Chapter 44, Section 53E1/2 from which to receive and disburse subdivision performance inspection fees as may be established by the Planning Board for services of Town Departments in the inspection and approval of subdivisions and to authorize the Planning Board to pay such fees collected to the Town of Norfolk General Fund in an amount not to exceed \$30,000.00 during fiscal year 1995.

ARTICLE 33

APPROVED BY VOICE VOTE to authorize the use of a revolving fund, pursuant to Mass. General Laws, Chapter 44, Section 53 1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000.00, and to transfer from Water Department Revenue the sum of \$5,000.00 to establish the revolving fund.

ARTICLE 34

APPROVED BY VOICE VOTE to transfer the sum of \$139,890.32 for improvements to the Spruce Road Pump Station from the following unexpended Water Department accounts: 25.8262 — Gold Street Well, Article 65 of 1988 — \$25,000.00;

25.8273 — Spruce Street Pump Station, Article 7 of 1992 — \$41,000.00;

25.8302 — Pumping Station Cont., Article 68 of 1988 — \$5,269.00;

25.8335 — Noon Hill Water Main, Article 22 of 1991 — \$39,289.75;

25.8336 — Grove Street Water Main, Article 20 of 1991 — \$188.13;

25.8337 — Miller Street Water Main, Article 21 of 1991 — \$4,324.25;

25.8338 — Pond Street Water Main, Article 23 of 1991 — \$28,818.23

ARTICLE 35

APPROVED BY VOICE VOTE to transfer from Water Department Surplus the amount of \$36,000.00 to install 620 +/- feet of 12" water main in conjunction with the Highway Department, for the relocation and reconstruction of School Street, Short Street and the Main Street project.

ARTICLE 36

APPROVED BY VOICE VOTE to transfer from Water Department Surplus the amount of \$51,000.00 to extend the water main 695 +/- feet on Leland Road from #55 Leland to #75 Leland Road. This will be done in conjunction with the Betterment Act of 1990, 45% Residential contribution and 55% Water Department contribution.

ARTICLE 37

MOVED, SECONDED, AND APPROVED BY VOICE VOTE to consider Article 37 following Article 71.

ARTICLE 38

MOVED AND SECONDED to transfer the sum of \$40,000.00 from Water Department Revenue to install a 12" water main a distance of 850 +/- feet in conjunction with the relocation of Main Street in the center of Town.

SUBSTITUTE MOTION, duly seconded to postpone discussion of Article 38 until action has been taken on Article 37. **APPROVED BY VOICE VOTE**

NEW MAIN MOTION APPROVED BY VOICE VOTE

ARTICLE 39

APPROVED BY VOICE MOTION to raise and appropriate the amount of \$9,500.00 to conduct an independent financial audit for Fiscal Year 1994.

ARTICLE 40

APPROVED BY VOICE VOTE to authorize the Town Treas-

surer with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of revenue for the fiscal year beginning on July 1, 1994 in accordance with the provisions of Mass. General Laws, Chapter 44, Sec. 4, and to issue a note or notes therefore payable within one year and to renew any note or notes as may be given for a period of less than one year in accordance with Mass. General Laws, Chapter 44, Section 17.

ARTICLE 41

MOVED AND SECONDED to Indefinitely Postpone Article 41.

SUBSTITUTE MOTION made and seconded to accept a gift of .3+/- acres of land from Alexander Matulewicz in order to correct the previous deed that deeded Fredrickson Road to the Town.

SUBSTITUTE MOTION APPROVED BY VOICE VOTE

NEW MAIN MOTION APPROVED BY VOICE VOTE

ARTICLE 42

ARTICLE 42 INDEFINITELY POSTPONED BY VOICE VOTE [Abandon cul-de-sac]

ARTICLE 43

ARTICLE 43 INDEFINITELY POSTPONED BY VOICE VOTE [Tri-Town Planner Funding]

ARTICLE 44

APPROVED BY VOICE VOTE to transfer the sum of \$50,000.00 from Free Cash to the School Department to complete the replacement of windows in the Freeman/Centennial Schools.

ARTICLE 45

ARTICLE 45 INDEFINITELY POSTPONED BY VOICE VOTE [King Philip expenditures]

ARTICLE 46

APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$2,500.00 for engineering, impact studies and permitting of a project to remove accumulated silt and debris from a small cove of Mirror Lake abutting Birch Road in Norfolk, and to authorize the Mirror Lake Advisory Committee to apply for and accept any grants and donations for said purpose.

ARTICLE 47

APPROVED BY VOICE VOTE to transfer from Free Cash the amount of \$25,000.00 for the survey, design and engineering of recreational facilities and improvements to the land located off Pond Street, said land comprising 20.4 acres, more or less, and voted under Article 1 at the November 16, 1993 Town Meeting, this project to be completed under the direction of the Recreation Committee.

ARTICLE 48

APPROVED BY VOICE VOTE that the Town ratify the action taken by the Town on Article 3A (Landfill Bond Issue) of the Town Meeting held on October 23, 1991.

ARTICLE 49

APPROVED BY VOICE VOTE that the Town authorize the Board of Selectmen to petition the legislature for a special act with substantially the following form:

An ACT validating the acts and proceedings of the Special Town Meeting held in the Town of Norfolk on October twenty-third, nineteen hundred and ninety-one. "Section 1. Notwithstanding the provisions of any general or special law to the contrary, all acts and proceedings of the Town of Norfolk at its special town meeting held on October twenty-third, nineteen hundred and ninety-one are hereby ratified, validated and confirmed to be the same extent as if the warrant for such meeting had been published and posted as required by law."

ARTICLE 50

APPROVED BY VOICE VOTE to ratify the vote taken under Article 22 of the 1991 Annual Town Meeting held on June 4, 1991 with the inclusion of Hemlock Lane so that the vote will read as printed on page 26 of the Advisory Board recommendations for this May 24, 1994 Annual Town Meeting.

ARTICLE 22

APPROVED BY UNANIMOUS VOICE VOTE to appropriate and transfer an amount of \$15,700 from the Stabilization Fund and borrow up to the sum of \$2.3 million to extend the town water main from Seekonk Street up Noon Hill Avenue to Fruit Street (5,467 ft), connect Day Street (2,233 ft), connect Cowesit Street (867 ft.), connect Naugatuck Avenue (1,430 ft.), connect Masconomet Avenue (1,167 ft.), connect Seneca Street (333 ft.), connect Hemlock Lane (405 ft.), complete Cleveland Street water main up Fruit Street to Chicatabut Avenue (3,276 ft.), connect Fruit Street from Chicatabut Avenue to Orchard Street (Medfield town line) (2,133 ft.), connect Stilwell Avenue

between Fruit Street and Pennacook Street (1,400 ft.), connect Pennacook Street from the Medfield town line to Chicatabut Avenue (2,867 ft.), connect Mohegan Street between Stilwell Avenue and Chicatabut Avenue (2,133 ft.), connect Pocumtuck Avenue (834 ft.), connect Montauk Avenue to Pennacook Street (400 ft.) a total distance of 32,798 ft. and to apply for and accept any State and/or Federal Grants and reimbursements that become available in accordance therewith to reduce the cost thereof, and to apportion on the principal and interest for the cost of materials and construction as follows: 55% by the Water Department and water takers not to exceed \$1,265,000 in principal paid thereon, 5.87% by the Town not to exceed \$135,000 in principal paid thereon, and upon completion of functioning water mains, the balance of the principal thereon by the owners of estates benefited thereby; and to authorize the Town, acting through its Board of Assessors, to assess the apportionment of the costs of materials and construction. In accordance with the provisions of General Laws, Chapter 40, Section 42 g, h, and i, upon the owners of all estates benefited thereby; by a uniform fixed rate according to the valuation of their estates from the last annual assessment for the purpose of taxation and every such owner shall within three months after written notice of such assessment for principal served on him or on the occupants of his estate, or the principal sum so assessed to the Town; provided that said Board of Assessors is notified by written request by any such owner made within said three months, apportionment of said assessment may be divided into equal parts or installments, not to exceed the term of borrowing, as said owner shall state in such request; and said Board shall certify such principal apportionment with interest from the date of apportionment at the same rate of interest the Town pays for this borrowing which shall be added semi-annually to said owner's property bill for each year next ensuing until all said parts have been so added. In cases or corner lots and lots abutting on more than one street, the same area shall not be assessed more than once.

Whenever the Water Commissioners determine to so lay water mains to public and private ways and the Board of Assessors make assessments for the cost of materials and construction the Board of Assessors shall forthwith cause to be recorded in the County Registry of Deeds or Registry District of the Land court, a statement of their action in accordance with Section 42l of Chapter 40 of the General Laws and shall constitute a lien upon such land from the time such statement is recorded. Any such lien shall become due upon transfer of estate ownership.

And for the purpose of funding the principal and interest of this borrowing for Fiscal Year 1992, a sum not to exceed \$19,000 shall be transferred from Water Department revenues.

ARTICLE 51

ARTICLE 51 INDEFINITELY POSTPONED BY VOICE VOTE [Leeann Drive acceptance]

ARTICLE 52

ARTICLE 52 INDEFINITELY POSTPONED BY VOICE VOTE [Stop River Road acceptance]

ARTICLE 53

ARTICLE 53 INDEFINITELY POSTPONED BY VOICE VOTE [Berkshire Rd. acceptance]

ARTICLE 54

ARTICLE 54 INDEFINITELY POSTPONED BY VOICE VOTE [Essex Street acceptance]

ARTICLE 55

APPROVED BY VOICE VOTE that the Town accept as a public way, Worcester Road, a distance of 507.04 feet plus or minus as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass dated 8 December 1992 and revised 3 September 1993.

ARTICLE 56

ARTICLE 56 INDEFINITELY POSTPONED BY VOICE VOTE [Berry Lane acceptance]

ARTICLE 57

ARTICLE 57 INDEFINITELY POSTPONED BY VOICE VOTE [Eagle Drive acceptance]

ARTICLE 58

ARTICLE 58 INDEFINITELY POSTPONED BY VOICE VOTE [Bretts Farm Road]

ARTICLE 59

ARTICLE 59 INDEFINITELY POSTPONED BY VOICE VOTE [Eric Road acceptance]

ARTICLE 60

ARTICLE 60 INDEFINITELY POSTPONED BY VOICE VOTE [Erin Lane acceptance]

ARTICLE 61

ARTICLE 61 INDEFINITELY POSTPONED BY VOICE VOTE [Beaverbrook Road acceptance]

ARTICLE 62

ARTICLE 62 INDEFINITELY POSTPONED BY VOICE VOTE [Longmeadow Road acceptance]

ARTICLE 63

ARTICLE 63 INDEFINITELY POSTPONED BY VOICE VOTE [Blueberry Lane acceptance]

ARTICLE 64

ARTICLE 64 INDEFINITELY POSTPONED BY VOICE VOTE [Freedom Trail acceptance]

ARTICLE 65

ARTICLE 65 INDEFINITELY POSTPONED BY VOICE VOTE [Valentine Drive acceptance]

ARTICLE 66

APPROVED BY VOICE VOTE to authorize the Board of Selectmen to enter into an inter-municipal agreement pursuant to Mass. General Laws, Chapter 40, Section 4A for membership in the Southeast Regional Service Group for cooperative purchasing, and transfer from Free Cash the sum of \$2,586.00 for said purpose.

ARTICLE 67

APPROVED BY VOICE VOTE to authorize the Board of Selectmen to advertise in a local newspaper and sell at public sale from time to time, as it may deem in the best interest of the Town, any and all lands or portions thereof which the Town had acquired or may acquire as Tax Title land, so called, such sales to be made in behalf of the inhabitants of the Town of Norfolk, and to authorize the Selectmen to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps, and auctioneer's fees, if required.

ARTICLE 68

APPROVED BY VOICE VOTE to grant the Board of Selectmen permission to sell surplus property to the Town, exclusive of buildings and land, no longer needed by the Town.

ARTICLE 69

APPROVED BY UNANIMOUS VOTE to transfer from Free Cash the amount of \$658.00 to pay unpaid bills of prior

years as follows: \$325.00 unpaid salary to the Sealer of Weights and Measures in Fiscal 1991; \$333.00 unpaid salary to the Sealer of Weights and Measures in Fiscal 1992.

ARTICLE 70

APPROVED BY VOICE VOTE to supplement the 1993 Annual Town Meeting Appropriation for Fiscal Year 1994 by approving the following adjustments: Increase Selectmen Expense \$1,260.00; Increase Assessors Expense \$1,320.00; Increase Building Department Salary \$3,007.00; Increase Building Department Expense \$260.00; Increase Fire/Police Facility Expense \$980.00; Increase Town Clerk Expense \$700.00; Increase Tax Collector Expense \$1,500.00; Increase Street Lighting \$1,400.00; Increase Snow and Ice Control \$87,794.00; Increase Permanent Building Committee \$1,000.00. These adjustments are to be funded by the following transfers: From Selectmen Salaries \$1,700.00; From Assessors Salaries \$274.00; From Town Clerk Election Salaries \$500.00; From Town Clerk Election Expense \$200.00; From Tax Collector Salaries \$1,500.00; From 1993 Snow and Ice Control \$11,402.00; From Stabilization \$76,392.00; and From Free Cash \$7,253.00.

ARTICLE 71

APPROVE BY VOICE VOTE to appropriate to the Stabilization Fund, pursuant to the provisions of Chapter 40, Section 5B of the General Laws, an amount equal to the difference between the amount the Town is authorized to levy for FY 1995 Real Estate and Personal Property taxes and the sum of all amounts to be levied excepting said appropriation. It being the intent of the Town Meeting for these purposes to use its authority to appropriate such sum as will levy taxes to the maximum limit authorized by Proposition 2 1/2 so-called for FY 1995.

MOVED, SECONDED AND APPROVED BY VOICE VOTE to adjourn this Town Meeting to Tuesday, June 21, 1994 at the MacBride Auditorium of the Freeman School at 7:30 p.m.

JUNE 21, 1994

7:30 p.m. - MacBride Auditorium

The sixth session was called to order at 7:45 p.m. Seventy-nine voters attended the session.

ARTICLE 37

ARTICLE 37 INDEFINITELY POSTPONED BY VOICE VOTE [land purchase]

ARTICLE 38

MOVED AND SECONDED to transfer the sum of \$40,140.00 from Water Revenue to install a 12" water main a distance of 850 +/- feet in conjunction with the relocation of Main Street.

AMENDED MOTION MADE AND SECONDED to delete the word "transfer from Water Revenue" and replace with "transfer from Free Cash" **COUNTED VOTE YES 47 NO 7**

AMENDMENT MADE AND SECONDED to add "furthermore, this sum may not be utilized unless the total project cost for this entire project exceeds \$496,325.00."

APPROVED BY VOICE VOTE

MAIN MOTION AS AMENDED APPROVED BY VOICE VOTE

MOVED, SECONDED AND APPROVED BY VOICE VOTE TO DISSOLVE THIS TOWN MEETING.

Meeting dissolved at 8:45 p.m.

**STATE PRIMARY ELECTION
SEPTEMBER 20, 1994**

Pursuant to the Warrant for the State Primary, the registered voters of Norfolk assembled at MacBride Auditorium at the Freeman Elementary School on Tuesday, September 20, 1994 to cast their votes for the election of candidates of political parties for the following offices: For the Commonwealth; U.S. Senator, Governor, Lt. Governor, Attorney General, Secretary, Treasurer, and Auditor; Representative in Congress, Fourth District; Councillor, Second District; Senator in General Court for the Norfolk, Birston and Middlesex District; Representative in General Court, Ninth Norfolk District; For the County of Norfolk District Attorney, Clerk of Courts, Registrar of Deeds, and County Commissioner.

Polls were declared open at 7:00 a.m. The election officials were duly sworn in by Warden Julia Dardi. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions to voters and specimen ballots were posted in each precinct, party enrollment change cards were available to voters, and within the polling place a corrected voting list and list of absentee ballot applications were on display as required by law.

The polls were closed at 8:00 p.m. There was a total of 984 voters (21% of those registered): 385 Democrats and 599 Republicans. The results were as follows:

DEMOCRATIC PARTY

U.S. Senator

Edward M. Kennedy	277
Blanks	107
Misc.	1

Governor

George A. Bachrach	116
Michael Barrett	71
Mark Roosevelt	128
Blanks	59
Misc.	1

Lt. Governor

Marc D. Draisen	144
Robert K. Massie	122
Blanks	119

Attorney General

L. Scott Harshbarger	316
Blanks	69

Secretary of State

William Francis Galvin	205
Augusto F. Grace	99
Blanks	81

Treasurer

Shannon P. O'Brien	252
Blanks	133

Auditor

A. Joseph DeNucci	271
Blanks	114

Representative in Congress

Barney Frank	286
Denise B. Ham	89
Blanks	10

Councillor

William R. Buckley	127
William F. Butters	
Thomas F. Cavanaugh	32
Howard M. Kahalas	25
J. Joseph Lydon	33
Daniel P. Matthews	6
Kelly A. Timilty	40
Blanks	81

Senator in General Court

Cheryl Jacques	311
Blanks	74

Rep. in General Court	
William F. Duffy	282
Blanks	102
Misc.	1
District Attorney	
William D. Delahunt	278
Blanks	107
Clerk of Courts	
Nicholas Barbadoro	241
Blanks	144
Register of Deeds	
Barry T. Hannon	246
Blanks	139
County Commissioner	
Peter H. Collins	96
Edward Milano	68
Matthias J. Mulvey	36
Thomas J. Reynolds	55
Blanks	130
REPUBLICAN PARTY	
U.S. Senator	
John R. Lakian	88
W. Mitt Romney	501
Blanks	10
Governor	
William F. Weld	542
Blanks	57
Lt. Governor	
Argeo Paul Cellucci	520
Blanks	79
Attorney General	
Janis M. Berry	367
Guy A. Carbone	125
Blanks	107
Secretary of State	
Arthur E. Chase	196
Peter V. Forman	271
Blanks	132
Treasurer	
Joseph Daniel Malone	520
Blanks	79
Auditor	
Forrester "Tim" Clark Jr.	281
Earle B. Stroll	127
Blanks	171

Representative in Congress	
Blanks	584
Misc.	15
Councillor	
Jerry Vengrow	343
Blanks	256
Senator in General Court	
Morgan Palmer	125
Susan Phillips	354
Blanks	119
Rep. in General Court	
Jo Ann Sprague	544
Blanks	55
District Attorney	
Blanks	593
Misc.	6
Clerk of Courts	
Michael H. Mushnick	384
Blanks	215
Register of Deeds	
Blanks	595
Misc.	4
County Commissioner	
Bruce D. Olsen	384
Blanks	215

**STATE ELECTION
NOVEMBER 8, 1994**

Pursuant to the Warrant for the General Election, the registered voters of Norfolk assembled at MacBride Auditorium at the Freeman Elementary School on Tuesday, November 8, 1994 to cast their votes for the election of candidates for the following offices: For the Commonwealth: U.S. Senator, Governor, Lt. Governor, Attorney General, Secretary, Treasurer, and Auditor; Representative in Congress, Fourth District; Councillor, Second District; Senator in General Court for the Norfolk, Bristol and Middlesex District; Representative in General Court, Ninth Norfolk District; For the County of Norfolk, District Attorney, Clerk of Courts, Registrars of Deeds, and County Commissioner.

Polls were declared open at 7:00 a.m. The election officials were duly sworn in by Warden Elinor Pearson. The optical scan tabulators for all three precincts registered zero. Instructions to voters and specimen ballots were posted in each precinct, and within the polling place a corrected voting list and list of absentee ballot applications were on display as required by law.

The polls were closed at 8:00 p.m. There was a total of 3,709 voters (76% of the number of registered voters) who had cast their ballots with the following results:

United States Senator

Edward M. Kennedy	1,571
W. Mitt Romney	2,074
Lauraleigh Dozier	26
William A. Ferguson, Jr.	1
Blank	37
Other	1

Governor/Lieutenant Governor

Weld and Cellucci	2,991
Roosevelt and Massie	657
Cook and Crawford	19
Rebello and Giske	1
Blank	43

Attorney General

L. Scott Harshbarger	2,260
Janis M. Berry	1,315
Blank	134
Other	3

Secretary of State

Arthur E. Chase	1,760
William Francis Galvin	1,457
Peter C. Everett	98
Blank	391
Other	1

Treasurer

Joseph Daniel Malone	2,796
Shannon Patricia O'Brien	662
Susan B. Poulin	40
Thomas P. Tierney	66
Blank	144
Other	1

Auditor

A. Joseph DeNucci	2,027
Forrester "Tim" Clark Jr.	1,256
Geoff M. Weil	64
Blank	361

Representative in Congress

Barney Frank	2,422
Blank	1,184
Other	103

Councillor

Kelley A. Timilty	1,326
Jerry Vengrow	1,487
Steven B. Drobnis	136

Blank	757
Other	3

Senator in General Court

Cheryl Jacques	1,864
Susan Phillips	1,650
Blank	182
Other	3

Representative in General Court

Jo Ann Sprague	2,521
William F. Duffy	1,076
Blank	110
Other	2

District Attorney

William D. Delahunt	2,435
Blank	1,233
Other	41

Clerk of Courts

Nicholas Barbadoro	1,701
Michael H. Mushnick	1,994
Blank	608
Other	6

Register of Deeds

Barry T. Hannon	1,897
Ronald J. Smith	819
Blank	981
Other	12

County Commissioner

Bruce D. Olsen	1,908
Peter H. Collins	910
Blank	888
Other	3

Question #1

Regulating Spending on Ballot Question Campaigns	
Yes	1,401
No	2,190
Blank	118

Question #2

Seat Belt Law	
Yes	2,416
No	1,218
Blank	75

Question #3

Changing the Law Regulating Student Fees	
Yes	2,017

No	1,434
Blank	258
Question #4	
Term Limits	
Yes	2,027
No	1,556
Blanks	126
Question #5	
Opening of Retail Stores on Mondays and Certain Holidays	
Yes	2,120
No	1,503
Blanks	86
Question #6	
Graduated Income Tax	
Yes	735
No	2,872
Blanks	102
Question #7	
Personal Income Tax Changes	
Yes	730
No	2,841
Blanks	138
Question #8	
State Highway Fund Changes	
Yes	2,723
No	811
Blanks	175
Question #9	
Prohibiting Rent Control	
Yes	1,960
No	1,555
Blanks	194

MINUTES OF THE 1994 FALL TOWN MEETING

NOVEMBER 15, 16, 22, 1994 and

JANUARY 10, 1995

TUESDAY, NOVEMBER 15, 1994

The meeting was called to order at 7:30 p.m. at the King Philip High School, Wrentham, MA by Moderator Frank Gross. The meeting was attended by 189 registered voters. The Moderator introduced the Town Clerk, Director of the Finance Department, Town Administrator, Board of Selectmen, Town Counsel, and the Advisory Board Chair-

man, who in turn introduced the members of the Advisory Board. The following non-residents were given permission to address the Town Meeting: Town Counsel Paul Maggioni, Town Administrator Greg Balukonis, Finance Director Susan Gagner, and Highway Superintendent Remo Vito. A number of non-resident owners of businesses and property in Norfolk were allowed to speak on certain pertinent articles.

The motion was made, seconded, and approved by voice vote to waive the reading of the warrant and return of the Warrant.

ARTICLE 1

INDEFINITELY POSTPONED BY VOICE VOTE [Classification of Local Inspector/Assistant Zoning Officer]

ARTICLE 2

APPROVED BY VOICE VOTE to amend the Personnel Bylaw by classifying the position of Clerk-Transfer Station at Grade 6.

ARTICLE 3

APPROVED BY VOICE VOTE to amend the Personnel Bylaw Section VIIA-Equal Opportunity by eliminating the words "physical handicap" and replacing them with the word "disability" so that Section VIIA will now read:

"The Town of Norfolk will adopt a program of affirmative action which has as its goals both the achievement of equitable and fair personnel practices and policies without regard to race, color, religion, sex, national origin, age, or disability, and the achievement of an environment which will effect the full utilization of minorities and women at all levels of municipal government. The Town Administrator as the Equal Opportunity Director is to be kept informed of all personnel actions."

ARTICLE 4

APPROVED BY VOICE VOTE to amend the Town of Norfolk Bylaws Article I - TOWN MEETINGS AND ELECTIONS, by deleting the following sentences from Section 1: "The term of office of the Collector of Taxes shall be three years. The term of office of the Treasurer shall be three years."

ARTICLE 5

APPROVED BY VOICE VOTE to amend the Town of Norfolk Bylaws Article I - TOWN MEETINGS AND ELECTIONS, by inserting in the first sentence of Section 4 the words "at a Special Town Meeting" following the word "an-

nually" so that the first sentence will now begin "The voters shall meet annually at a Special Town Meeting on the third Tuesday in November to consider and act. . . ."

The Moderator moved Article 16 forward for action at this time.

ARTICLE 16

APPROVED BY VOICE VOTE to extend the term of the Zoning Bylaw Study Committee until December 1, 1995.

The Moderator noted that the term of the Charter Committee expires at this Town Meeting and that following action on Article 18, the Meeting will return to Article 6 to consider whether the Charter Committee should be extended.

ARTICLE 6

To hear or act on the report of any committee, town officer or instruct any committee or town officer.

The following reports were presented:

Town Clerk Alice Boschen reported on the success of the new optical scan vote tabulating system, used for the first time at the November 8 election.

A report from the Town Hill Committee was presented by Nancy Seitz.

A report from the Open Space Committee was presented by Andrea Langhauser.

ARTICLE 7

Planning Board Recommendation:

Amends Section F.3.c. to allow expansion of non-conforming uses more than the currently allowed once by Special Permit.

(Submitted by Petition)

The Planning Board does not recommend passage of Article 7 as it appears on the warrant but does recommend passage of what we believe to be the proposed substitute article [the initial motion as made by the Advisory Board].

APPROVED BY COUNTED VOTE to amend the Zoning Bylaw of the Town of Norfolk, Section F.3.c. by deleting the existing Section F.3.c. Extension and substituting the following new Section F.3.c. Extension:

NONCONFORMING USE shall not be extended except by special permit, and then only within the Intensity Regu-

lations (Section E) of this bylaw. Such extension or cumulative extensions shall increase base floor area or land occupancy by no more than 50%. The base floor use or land occupancy shall be that which existed on the date the use or land occupancy became non-conforming, as determined by any plan on file with any agency of the Town of Norfolk or, if no such plan is on file, then the first special permit application plan depicting the then existing use or land occupancy shall be the base for computing the 50% maximum allowed increase.

The special permit can be granted only after a finding by the Board of Appeals that the extension is not more detrimental or objectionable to a neighborhood.

VOTE COUNTED BY MODERATOR: 20 YES NO 2

ARTICLE 8

Planning Board Recommendation:

Amends Section F.11.a. thereby allowing changes in use within existing buildings without Site Plan Approval.

(Submitted by Petition)

The Planning Board does not recommend passage of Article 8 as it appears on the warrant but does recommend passage of what we believe to be the proposed substitute motion. [the initial motion as made by the Advisory Board].

MOVED AND SECONDED to amend the Norfolk Zoning Bylaws Section F.11.a. by adding to the second sentence thereof the following: "and shall not apply to continuously occupied existing buildings meeting the Conditions for Non-Applicability of F.11.a." and add the following new paragraph: Conditions of Non-Applicability of Section F.11.a. after the second paragraph of F.11.a. which reads as follows:

Conditions for Non-Applicability of Section F.11.a.: Upon the written request of a determination submitted to the Zoning Enforcement Officer, the site plan approval of an existing occupied building may not apply if all of the following information is provided and the following conditions are determined to exist.

A. Provide a building plan indicating the occupied space's existing use, its proposed new use, its net floor area and its locus within the building.

B. Provide a written statement indicating the new use is no more intensive than the existing use and that the new space use is permitted as a matter of right (per current zoning) in the district in which the building is located.

C. Provide a written statement indicating the new use will generate no increase in parking or traffic activity.

D. Provide a written statement indicating how the existing building and site functions relative to accessibility, percent of impervious site surface, storm water discharge and property line to building setback (with site diagram).

E. A written statement indicating that the existing building has been continuously occupied which shall be defined as a building that has not been fully vacant for a period of no more than 23 months.

F. The above provided information shall permit a determination that the proposed new use in the existing building, is no more intensive than the current use, generates no increase in parking or traffic than the current use, will have no increased impact on the neighborhood or adjacent property(s) and is permitted in the district as a matter of right. This determination shall be issued within 15 days after the completed application is received for action by the Zoning Enforcement Officer.

G. The following uses shall not be considered for non-applicability of this bylaw: restaurants, coffee shops, bakeries, schools, and banks permitted as a matter of right in the district where the building is located.

MOVED AND SECONDED to amend the Main Motion by eliminating the word "no" from E. AMENDMENT DEFEATED BY VOICE VOTE.

MAIN MOTION APPROVED BY UNANIMOUS VOICE VOTE.

ARTICLE 9

Planning Board Recommendation:

Adds to definition of FRONTAGE to include midpoint of corner arc when measuring FRONTAGE. The Planning Board recommends passage of Article 9 as it appears on the warrant.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws Section B by adding to the current definition of FRONTAGE after the first sentence, the following: "FRONTAGE is to be measured continuously along one STREET line between side LOT lines and their intersection with the STREET line or, in the case of a corner LOT, to the midpoint of the corner arc."

ARTICLE 10

Planning Board Recommendation:

Adds to Section E.1.c.1. the new method of measuring FRONTAGE as found in Article 9. The Planning Board recommends passage of Article 10 as it appears on the warrant.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws Section E.1.c.1. by adding the following "FRONTAGE is to be measured continuously along one STREET line between side LOT lines and their intersection with the STREET line or, in the case of a corner LOT, to the midpoint of the corner arc."

ARTICLE 11

Planning Board Recommendation:

Revises the existing definition of ASSISTED LIVING FACILITY. The Planning Board recommends passage of Article 11 as it appears on the warrant.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws Section B by revising the definition for ASSISTED LIVING FACILITY by replacing the current definition which is: "Lifecare Facility incorporating independent apartment living units designed for elders, combined with supportive medical, nursing or other shared facilities" with the following new definition: "A residential facility, designed primarily for elders, including supportive services but not permanent provisions for allied nursing facilities or nursing services."

ARTICLE 12

Planning Board Recommendation:

The Planning Board recommends that Article 12 be Indefinitely Postponed noting that the Planning Board recognizes the need to incorporate safety factors in the Norfolk Zoning Bylaws. This article needs to be more definitive than currently proposed.

ARTICLE 12 INDEFINITELY POSTPONED BY UNANIMOUS VOICE VOTE.

ARTICLE 13

Planning Board Recommendation:

Adds a minimum number of parking spaces for athletic fields. The Planning Board recommends approval of this article as it appears on the warrant.

MOVED AND SECONDED to Indefinitely Postpone Article 13.

MOVED AND SECONDED to substitute the following motion: Move to amend the Norfolk Zoning Bylaws Schedule of Minimum Off Street Parking Requirements, Section F.7.b.8. so that under "minimum Number of Spaces" which now reads, "1 per linear foot of bench seating or 1 per 4 seats" shall now read as follows: "1 per linear foot of bench seating or 1 per 4 seats and in no case shall there be fewer than 20 parking spaces per athletic field."

SUBSTITUTE MOTION DEFEATED BY VOICE VOTE

MAIN MOTION APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 13.

ARTICLE 14

Planning Board Recommendation:

Amends Section E.1.b. (Schedule of Dimensional Requirements) by adding 2-4 before Business and 2-5 before Commercial under the column heading "District." The Planning Board recommends approval of this article as it appears in the warrant.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws Section E.1.b. so that the first column of the chart will now include Business 2-4 and Commercial 2-5 rather than Business and Commercial.

ARTICLE 15

Planning Board Recommendation:

Defines TEMPORARY FAMILY APARTMENTS, allows such APARTMENTS by Special Permit from the Zoning Board of Appeals with specific requirements and findings and places such APARTMENTS in the use Table as Section D.2.c.9. The Planning Board recommends passage of this article

MOVED AND SECONDED to Indefinitely Postpone Article 15.

MOVED AND SECONDED TO SUBSTITUTE THE FOLLOWING: Move that the Town amend the Zoning Bylaws as printed on the Warrant as Article 15 with the following revisions:

Section E.2.g.1.g. After the number 800 square feet add "or no more than 25% of the building footprint, whichever is greater".

Section E.1.g.1.g. Add at the end the words "as mandated by State Building Code."

Section E.1.g.b.3. Change the number of bedrooms al-

lowed from one (1) to two (2).

Section E.2.g.2.b.6. Add at the end the following "or no more than 25% of the building footprint, whichever is greater."

SUBSTITUTE MOTION DEFEATED BY VOICE VOTE.

MAIN MOTION APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 15.

ARTICLE 16 WAS ACTED UPON PREVIOUSLY.

ARTICLE 17

ARTICLE 17 INDEFINITELY POSTPONED BY VOICE VOTE [Change in Bylaws].

ARTICLE 18

ARTICLE 18 INDEFINITELY POSTPONED BY VOICE VOTE [Charter].

MOVED AND SECONDED to defer action on extending Charter Committee to end of Town Meeting. APPROVED BY VOICE VOTE.

ARTICLE 19

ARTICLE 19 INDEFINITELY POSTPONED BY VOICE VOTE [Fleetwood/Ferndale Cul de sac]

Planning Board Recommendations:

At this time the roadways listed for acceptance on the Warrant for the Fall Annual Town Meeting are not fully completed or the complete documentation has not been submitted; therefore the Planning Board requests that Articles 19 through 30 be Indefinitely Postponed.

ARTICLES 20-30

ARTICLES 20-30 INDEFINITELY POSTPONED BY VOICE VOTE.

MOVED, SECONDED AND VOTED to adjourn until Wednesday, November 16 at 7:30 p.m. at the King Philip Auditorium. Meeting was adjourned at 10:50 p.m.

WEDNESDAY, NOVEMBER 16, 1994

The meeting was called to order at 7:35 p.m. There were 145 registered voters attending the second session. The Moderator administered the oath to counters R. Advani, J. McFaeley and R. Smith.

ARTICLE 31

MOVED AND SECONDED to Indefinitely Postpone Article 31.

MOVED AND SECONDED TO SUBSTITUTE A MOTION that the Town amend its Bylaws by inserting a new Article IV entitled: Section 1. Tobacco Control: Sale of Tobacco Products to Minors, as printed in the warrant beginning with the Section: Definitions:

SUBSTITUTE MOTION DEFEATED BY COUNTED VOTE: YES 36 NO 82

MOVED AND SECONDED that the Town Meeting adopt a Resolution advising the Board of Health to adopt the wording of this article as a regulation. **DEFEATED BY VOICE VOTE.**

MAIN MOTION APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 31. [Tobacco Bylaw]

ARTICLE 32

ARTICLE 32 INDEFINITELY POSTPONED BY VOICE VOTE [Tobacco Bylaw]

ARTICLE 33

APPROVED BY VOICE VOTE to transfer from Fiscal 1995 State and County Retirement appropriation the sum of \$12,000.00 for design services and to make necessary renovations to public buildings and facilities for compliance with the Americans with Disabilities Act.

ARTICLE 34

APPROVED BY VOICE VOTE to transfer from Fiscal 1995 State and County Retirement appropriation the sum of \$360.00 to acquire alternative communications devices and/or to secure consulting services in meeting the requirements of the Americans with Disabilities Act.

ARTICLE 35

APPROVED BY VOICE VOTE to transfer the sum of \$3,855.48 from Water Department Revenue to supplement the appropriation made under Article 23 of the 1994 Annual Town Meeting to fund the acquisition of whatever rights Duck Farm Springs Water Company has to provide portable water to the Pondville Association and other residents or businesses in the Route 1-Pond Street-pine Street section of Norfolk pursuant to the Betterment Act.

ARTICLE 36

Moderator Gross turned the gavel over to Town Clerk A. Boschen to conduct this question, on which he wished to speak.

APPROVED BY UNANIMOUS VOICE VOTE that notwithstanding the provisions of the 1990 Annual Town Meeting and Article 23 of the 1991 Annual Town Meeting that the Town borrow the sum of \$451,000.00 under the provisions of Massachusetts General Laws Chapter 44 Section 8 to extend the 12" water main approximately 750' from Pond Street northerly on Route 1A (Dedham Street to Joel Construction) and southerly from Pond Street approximately 1450' on Route 1A (Dedham Street) to Franklin Warehousing and to extend an 8" water main from Dedham Street on Sharon's Avenue approximately 1000' and to provide for the temporary transmission lines over private property with rights to be acquired by temporary easement to provide water service to six (6) customers of Duck Farm Springs Water Company, Inc. on Valley Street and Old Pond Street; and to apply for and accept any State and/or Federal Grants and reimbursements that become available in accordance therewith to reduce the cost thereof, and to apportion the principal and interest for costs of materials, engineering, expenses of construction for these extensions together with the cost of the main line extension on Pond Street from Marshall Road as follows: 55% of the total cost by the Water Department and upon the completion of functioning water mains; the balance of the principal thereon by the owners benefited thereby; and to authorize the Town acting through its Board of Assessors to assess the apportionment of the cost of materials, engineering, expenses and construction.

In accordance with the provisions of General Laws, Chapter 40 sections 42G, H and I, the Assessors are authorized to assess the betterment upon the owners of all estates on Pond Street, Dedham Street, and Sharon's Avenue benefited thereby and the property owners on Valley Street and Old Pond Street who shall consent to the assessment according to the valuation of their estates from the 1994 re-evaluation assessment.

The Water Department shall be further authorized to bill and collect water revenues directly from existing customers benefited by this extension for water charges and services accrued during the transition from the Duck Farms Spring Water Company to the Town of Norfolk Water Department.

ARTICLE 37

APPROVED BY COUNTED VOTE that pursuant to Massachusetts General Laws Chapter 44, Section 8, the Town borrow the sum of \$57,952.00 to extend the water main

800 feet ± on Leland Road, from #75 Leland Road to #109 Leland Road, and to apportion the principal and interest for costs of materials, engineering, expenses and construction as follows: 55% of the total cost by the Water Department; the balance of principal and interest thereon by the owners benefited thereby; and to authorize the Town acting through its Board of Assessors to assess the apportionment of the cost of materials, engineering, expenses and construction in accordance with General laws Chapter 40, Section 42G, H and I upon the owners of the estates benefited on Leland Road.

COUNTED BY MODERATOR: 20 YES 3 NO

ARTICLE 38

APPROVED BY COUNTED VOTE that pursuant to Massachusetts General Laws Ch. 44, Section 8, the Town borrow the sum of \$148,405.00 to extend the 8" water main from Hunter Avenue onto Harlow Avenue approximately 533 feet ± to end, and westerly onto Litchfield Avenue approximately 504 feet ± to end, and northeasterly from Harlow Avenue onto Grove Avenue approximately 409 feet ± to end; for a total distance of 1450 feet ±. To apply for any State and Federal grants and reimbursements that may become available in accordance therewith and to apportion the principal and interest for costs of materials, engineering, expenses and construction as follows: 55% of the total cost by the Water Department; the balance of principal and interest thereon by the owners benefited thereby and to authorize the Town acting through its Board of Assessors to assess the apportionment of the cost of materials, engineering, expenses and construction in accordance with General Laws Chapter 40, Sections 42G, H and I upon the owners of the estates benefited on Harlow Avenue, Grove Avenue and Litchfield Avenue.

COUNTED BY MODERATOR: 20 YES 6 NO

ARTICLE 39

ARTICLE 39 INDEFINITELY POSTPONED BY VOICE VOTE [Sewerage]

ARTICLE 40

APPROVED BY VOICE VOTE to authorize the transfer of \$1,815.00 from the Wetland Protection Fund to the Wetland Protection Expense Account.

ARTICLE 41

ARTICLE 41 INDEFINITELY POSTPONED BY VOICE VOTE [Police Details]

ARTICLE 42

ARTICLE 42 INDEFINITELY POSTPONED BY VOICE VOTE [Cruiser]

ARTICLE 43

ARTICLE 43 INDEFINITELY POSTPONED BY VOICE VOTE [Town Hill]

ARTICLE 44

ARTICLE 44 INDEFINITELY POSTPONED BY VOICE VOTE [Library Carpeting]

ARTICLE 45

MOVED AND SECONDED to Indefinitely Postpone Article 45.

MOVED AND SECONDED TO SUBSTITUTE a Motion to transfer from surplus funds the sum of \$5,000.00 for rental office space for the Recreation Department.

SUBSTITUTE MOTION DEFEATED BY VOICE VOTE

MAIN MOTION APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 45.

ARTICLE 46

MOVED AND SECONDED to Indefinitely Postpone Article 46.

MOVED AND SECONDED TO SUBSTITUTE a Motion to transfer from Free Cash the sum of \$1,800.00 to cover the costs of a 125th Anniversary celebration.

SUBSTITUTE MOTION APPROVED BY VOICE VOTE.

NEW MAIN MOTION APPROVED BY VOICE VOTE

MOVED, SECONDED AND VOTED to adjourn this Town Meeting to Tuesday, November 11, 1995 at 7:30 p.m., King Philip High School Auditorium. Meeting adjourned at 10:55 p.m.

TUESDAY, NOVEMBER 22

The meeting was called to order at 7:40 p.m. There were 78 registered voters in attendance at the third session.

ARTICLE 47

MOVED AND SECONDED to supplement the Fiscal 1995 appropriations by:

A. Transferring from Free Cash the sum of \$18,900 to Police Salary.

APPROVED BY VOICE VOTE.

B. Transferring from State and County Retirement the sum of \$4,785.00 to Town Accountant Salary. APPROVED BY VOICE VOTE.

C. Transferring from State and County Retirement the sum of \$4,410.00 to Selectmen Salary. APPROVED BY VOICE VOTE.

D. Transferring from State and County Retirement the sum of \$2,150.00 to Animal Control. APPROVED BY VOICE VOTE.

E. Transferring from State and County Retirement the sum of \$877.00 to the Board of Selectmen Engineering Assistance Expense. APPROVED BY VOICE VOTE.

F. Transferring from State and County Retirement the sum of \$4,000.00 to Highway Expense - Engineering. APPROVED BY VOICE VOTE.

ARTICLE 48

APPROVED BY UNANIMOUS VOICE VOTE to transfer from FY 95 State and County retirement appropriation the sum of \$3,095.44 to pay the following unpaid bills of a prior year pursuant to Massachusetts General Laws, Chapter 44, Section 64: \$323.44 to Tax Collector's Expense for a June 16, 1994 bill from Custom Data Services, Inc.; and \$2,772.00 to Selectmen's Expense for a 1992 bill from William Domey for engineering services in connection with drainage.

MOVED, SECONDED AND APPROVED BY VOICE VOTE to defer action on Articles 49 and 50 until after action on Article 6.

ARTICLE 51

APPROVED BY UNANIMOUS VOICE VOTE to transfer from the FY 95 Property and Liability Insurance, Account 5193-7400, the sum of \$20,000.00, to purchase or take by eminent domain, an easement for stormwater drainage over land described on Union Street as Lot 63, Block 60 of Assessors Map 14.

ARTICLE 52

ARTICLE 52 INDEFINITELY POSTPONED BY VOICE VOTE [Storm Water Drains]

ARTICLE 53

ARTICLE 53 INDEFINITELY POSTPONED BY VOICE VOTE [Main Street relocation]

ARTICLE 54

MOVED AND SECONDED to Indefinitely Postpone Article 54.

MOVED AND SECONDED to substitute the motion to transfer from Free Cash the sum of \$25,000 for the replacement and installation of new fencing at the ball fields located at the Freeman-Centennial School.

DEFEATED BY VOICE VOTE YES 16 NO 38

MAIN MOTION APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 54

ARTICLE 55

APPROVED BY VOICE VOTE to transfer to the Stabilization Fund the sum of \$166,536.32 from the Prison Mitigation monies pursuant to Massachusetts General Laws Chapter 40 Section 5B.

ARTICLE 56

APPROVED BY UNANIMOUS VOICE VOTE to extend the Charter Committee to report no later than the fall town meeting in 1995. The nine-member committee will be appointed at large by the Town Moderator.

MOVED AND SECONDED to adjourn this Town Meeting to December 20 at King Philip Junior High.

MOVED AND SECONDED TO SUBSTITUTE the motion to adjourn to Tuesday, January 10, 1995 at MacBride Auditorium at 7:30 p.m. APPROVED BY VOICE VOTE.

MOVED AND SECONDED TO AMEND the motion to adjourn to Tuesday, January 10, 1995 at 7:30 p.m. at Freeman-Centennial School.

AMENDMENT APPROVED BY VOICE VOTE.

NEW MAIN MOTION AS AMENDED APPROVED BY VOICE VOTE. Meeting adjourned at 8:30 p.m.

Subsequently it was found that there is a provision in the Town Bylaws relating to the Fall Town Meeting that "The meeting shall continue to other days until all articles on the warrant have been acted upon. In case of an emergency, the business of the meeting may be adjourned for

no longer than two weeks." Town Counsel advised that the meeting should be convened and adjourned at the two week intervals until the date of January 10 as voted.

Therefore:

TUESDAY, DECEMBER 6, 1994 the Moderator called the meeting to order at 7:30 p.m. at the Freeman Centennial School. Present: Moderator, Town Clerk, two registered voters. It was moved, seconded and approved by voice vote to adjourn this meeting until Tuesday, December 20, 1994 at 7:30 p.m. at Freeman Centennial School.

TUESDAY, DECEMBER 20, 1994. The Moderator called the meeting to order at 7:55 p.m. Present: Moderator, Town Clerk, seven registered voters. It was moved, seconded and approved by unanimous voice vote to adjourn this meeting until Tuesday, January 3, 1995 at 7:30 p.m. at the Freeman Centennial School.

TUESDAY, JANUARY 3, 1995. The Moderator called the meeting to order at 7:30 p.m. PRESENT: Moderator, Town Clerk, one registered voter. It was moved, seconded and approved by unanimous voice vote to adjourn this meeting until Tuesday, January 10, 1995 at 7:30 p.m. at the Freeman Centennial School.

JANUARY 10, 1995

The meeting was called to order at 7:30 p.m. There were 75 registered voters that attended the session.

At the requests of the Selectmen, the Moderator ruled that Article 50 would be considered first.

ARTICLE 50

MOVED AND SECONDED that the Town 1) transfer the sum of \$80,000 from the appropriation made under Article 11 of the 1992 Annual Town Meeting subject to a contribution of \$125,000. by the Commonwealth of Massachusetts and \$30,000. by the Massachusetts Insurers Insolvency Fund to purchase or take by eminent domain the property at 14 Rockwood Road, Assessors Map 14, Block 53, Lot 1 and pay damages to settle the case of Richard B. Potter and Marion C. Potter v. Town of Norfolk et als Docket No. 91-1894 Norfolk Superior Court. 2) Transfer the sum of \$3,000.00 from the balance of the appropriation under Article 11 of the 1992 Annual Town Meeting for the purpose of the maintenance, care, custody and disposal of the said property.

MOVED AND SECONDED to amend the motion by increasing the settlement of \$150,000.00 by transfer from free cash. Defeated by Voice Vote. VOTE COUNTED BY MODERATOR YES 20 NO 2

MAIN MOTION APPROVED BY UNANIMOUS VOICE VOTE.

ARTICLE 49

APPROVED BY UNANIMOUS VOICE VOTE to transfer from the Stabilization Fund the sum of \$55,000.00 and from Article 11, 1992 Annual Town Meeting the sum of \$5,000.00 for the design of a drainage system for the Town Center area located northerly of the railroad tracks, purchase or acquisition of land or easements as shown on the North Side Drainage Improvements Plan, and pay related permit fees and administrative expenses.

MOVED, SECONDED AND APPROVED BY VOICE VOTE TO DISSOLVE THIS TOWN MEETING

The Town Meeting was dissolved at 9:45 p.m.

GENERAL GOVERNMENT

BOARD OF REGISTRARS OF VOTERS

Under Massachusetts General Laws, the Board of Registrars is required to register residents of the Town, enumerate Norfolk residents as of January 1 of each year by a town-wide census, and keep and certify a voting list of all registered voters over seventeen years of age.

The membership of the present Board is John J. McFeeley, Democrat, Charles Burnett, Republican and Donna Bentley, Democrat, all appointed by the Board of Selectmen. The Town Clerk serves by mandate of Massachusetts law. The current Town Clerk is a declared Republican.

Special registration sessions are held before each election to provide an opportunity for all eligible persons to become voters if they have been unable to register during the regular office hours of the Town Clerk. Beginning July 1, 1994, Massachusetts now allows registration by mail. Mail-in forms have been placed at the Post Office, Library, Police Station, Credit Union and Stony Brook Nature Center. They are also available for new residents through the Welcome Wagon representatives. To date, the mail-in method has been very successful.

In response to petitions by registered voters of Norfolk, the Board held two registration sessions at Mass. Correctional Institutions - in January at MCI Norfolk and in August at MCI-Cedar Junction. Registration applications were processed and mailed to the inmates' legal residence - that is, the city or town where they resided last prior to incarceration - 567 applications were last forwarded to 125 municipalities in January, and 166 registrations to 43 cities and towns in August. There were no Norfolk residents registered.

On January 1 of each year, the Census Takers begin the enumeration of persons living in Norfolk. Although most municipalities conduct their census by mail, Norfolk continues to use census takers who contact residents by telephone and in person in an effort to obtain the highest possible percentage of responses. In 1994 the Town Clerk directed the efforts of Brenda Bowden, Marie Dickson, Sarah Holt, Linda Janes, Deborah McGonagle, Chris Shaw, Karen Turi and Janet Yavarow in gathering the required

data. The Board appreciated the many hours of dedicated service given by these ladies.

The Board contracts with a computer service to provide for several needs of the Town from this data, including the Street Listing, Jury List, and Dog List. For the School Department, it establishes a list of the names of all children living in Norfolk and for the Council on Aging, it provides a list of all elder citizens in the Town.

The data collected by the Annual Census provides us with the following statistics: as of January 1, 1994 the population was 8,212 persons in approximately 2,765 households. This shows an increase from 1993 when population was 8,133 in some 2,670 households.

Assistant Registrars serve at all Town Meetings, checking those attending against the list of registered voters. We publicly thank the following, who served at the Town Meetings in 1994: Julia Dardi, Marlene Craig, Thelma Ravinski, Dorothy Strohl and Robert Smith.

Voter registration figures as of December 31, 1994 were:

Republican	1,066
Democrat	898
Unenrolled	2,933
Other	13
Total	4,910

Submitted by Registrars of Voters

GENERAL GOVERNMENT

ANNUAL REPORT OF TOWN COUNSEL

I am privileged as your Town Counsel to report that 1994 has been a successful year legally. I have drafted forty formal legal opinions. We have reached agreement on long standing legal disputes involving the provisions of water to the Route 1A-115 area, the town center flooding case, the King's Grant Subdivision improvements and seem to be on the verge of finalizing details of the Town Center project, including a Town Hall.

There have been many land use appeals which reflect the improving economy and the increasing

market value of the Town. I am very proud to have been a part of this ongoing development and am thankful to the many dedicated and very professional town employees with whom it has been an honor to advise. I am most appreciative of the understanding and cooperation of the Selectmen, Town Administrator, Moderator, Water Commissioners and Superintendent as well as the many Boards and Officers I work with on an almost daily basis.

Respectfully submitted,

Paul D. Maggioni, Town Counsel

CHARTER COMMITTEE

From September 1992 through November 1994, the Norfolk Charter Committee held over 100 posted meetings (all open to the public), six public hearings, over ten neighborhood meetings, and met with both local and state officials, including experts in the field of charters and town governments. It sent out two town wide mailings and its members were guests on two local cable television shows.

At the Annual Town Meeting in May 1994, two of three articles proposed by the Charter Committee were passed. The approved articles included the consolidation of a municipal finance department and the broadening of Norfolk's Town Administrator's responsibilities and authority. The first was in the form of a bylaw which was added to the town bylaws and went into effect upon being approved by the Attorney General. The second article had to be approved by the State Legislature, which occurred in the early fall of 1994; then it must be passed by a simple majority vote of the residents of Norfolk at the Annual Town Election in May 1995. Both of these articles were incorporated into a final document called The Norfolk Charter which could serve the future requirements and needs of Norfolk well into the twenty-first century.

The third article expanding the Board of Selectmen from a three member board to a five member board did not pass. No other articles were proposed until the final document went before the November 1994 Town Meeting.

After the 1994 Annual Town Meeting, the Charter Committee decreased in size from eight members to five. Requests for replacement members went unfilled due to a lack of volunteers. The remaining five members persevered with the work of the original Committee to present a completed charter. Unfortunately, at the November Town Meeting, the Charter Committee's proposal was indefinitely postponed by the Advisory Board before additional input by the voters could be obtained.

The Charter Committee members believe that it is the responsibility of the townspeople to make the final decision on how they shall be governed and what areas of town government should be amended, deleted, or remain unchanged. Appointed as a diverse section of the community, by the Town Moderator under the direction of town meeting voters, the Committee members felt privileged to study, discuss, and construct a document that best represents the goals and directions of Norfolk.

GENERAL GOVERNMENT

The remaining five Committee members decided not to seek reappointment after the November 1994 Town Meeting, since their original charge of completing a charter had been accomplished. The town meeting requested a new Charter Committee of nine at-large citizens be appointed by the Town Moderator. Thanks to the hundreds of hours and over two years of dedicated work of the original Charter Committee members, this new committee will be guided by the outstanding input from town citizens, town employees and town officials already compiled in the intensely researched document called The Norfolk Charter.

The Committee members would like to thank the Town of Norfolk for giving us this opportunity to serve its residents in the capacity of committee members. We have learned a tremendous amount about how our town government operates, and of the dedicated volunteers and staff who give daily to their town by serving on board, committees, commissions, and departments.

Submitted by
Adeline M. Bee, Vice Chairwoman

BYLAW COMMITTEE

The Bylaw Committee was established in 1975 for two major purposes: (1) to maintain a record of amendments to the Town Bylaws, statutes accepted by the Town, and special legislative acts affecting the Town; and (2) to make periodic reviews of the existing Town Bylaws to determine whether any amendments or revisions might be needed, and if so, to prepare such changes for Town Meeting approval. The Committee has been requested from time to time to review possible bylaw changes suggested by citizens or other Town Departments for recommendations on suitability and language.

At the 1994 May Annual Town Meeting, a bylaw change was approved under M.G.L. Chapter 43C,

Section 11 to provide for a combined Municipal Finance Department. This consolidation was presented by the Charter Committee as one of the initial phases of the creation of a charter for Norfolk. The new bylaw was approved by the Attorney General on July 27, 1994.

The Bylaw Committee placed two minor "housekeeping" articles on the Warrant for the November Town Meeting to make the existing Bylaws consistent with the provisions of the new Finance Department section.

Submitted by the Bylaw Committee

PROTECTION OF PERSONS & PROPERTY

POLICE DEPARTMENT

The 1994 Police Department activities Report is my first as Chief of Police of the Norfolk Police Department. I feel that this department is one of the finest in Massachusetts and have to say that I am very proud of the members of this department and especially grateful to the townspeople for the support given for both personnel and resources. We shall make every effort to continue to give you the level of services that you expect and deserve.

We were fortunate to be one of the first two towns in the state to receive E-9-1-1 in February of 1994. We trained all available personnel to handle any call that is made to the station and feel very confident that you will receive prompt and professional service by whoever responds to your needs.

We hired Berton C. Cummings III to fill the opening created by the retirement of the former Chief of Police, William R. Treeful. We will be hiring another officer in the winter of 1995 to fill a position made available by the May 1994 town meeting. We have an opportunity to receive additional funding for new police officers which is designed for Community Oriented Policing under the Crime Bill signed by President Clinton. There will also be funding under this bill for equipment for police departments which was designed to put more officers on the street for the same purpose.

We will continue to be proactive in our programs including D.A.R.E., Safe and Sober (Driving under the Influence), and traffic enforcement. We feel there is a direct correlation to the perception of feeling safe on Norfolk roads as a result of these programs whether you are a pedestrian, bicyclist, or motorist.

The D.A.R.E. program is now being planned for the High School at the 10th grade level as a follow-up to the programs already offered at the Junior High and Elementary Schools. We will also be putting on another D.A.R.E. officer to assist with the program at all levels. We want to thank Officer Stephen K. Plympton for his efforts and dedication with the D.A.R.E. program for the youth of this town and the King Philip District, and hope that he has contributed in helping our young people make the correct choices. We know that it is a partnership between the Police Department, parents and their children that will help everyone achieve a long, happy, fulfilling life and we are dedicated to achieving that result.

I also want to thank Officer David J. Holt for assuming the roles of on-call detective while acting as a uniformed patrol officer during a time we were short of uniformed personnel in 1994. I am extremely thankful to him for his professionalism and dedication during that time.

We hope to be well under way towards building a new police station/town hall in 1995 if the continued progress towards achieving the transfer of the Musto property in town center becomes reality and look forward to operating in a busy downtown center.

Charles H. Stone, Jr.
Chief of Police

REPORT OF THE POLICE DEPARTMENT

I hereby submit my first annual report of the activities of the Police Department for 1994.

	<u>1993</u>	<u>1994</u>		<u>1993</u>	<u>1994</u>
<u>CRIMES</u>			<u>ARRESTS</u>		
Murder	0	0	Arrests	175	141
Robbery	0	0	Protective Custody	18	86
Forcible Rape	1	2	Outside (Norfolk Warrants)		12
Aggravated Assault	5	2			
Burglary (B & E)	27	23	<u>MEDICAL/EMERGENCY</u>		
Motor Vehicle (B & E)	6	13	Ambulance Assists	171	279
Larceny	25	39	Sudden Deaths	3	5
Motor Vehicle Theft	9	7	Suicide Attempted		5
Kidnapping	3	0			
Fraud	4	0	<u>TRAFFIC ACCIDENTS</u>		
Assault & Battery	8	18	M.V.A. Personal Injury	42	25
Arson & Bombing	0	1	M.V.A. Property Damage	89	106
Forgery & Counterfeiting	3	0	M.V.A. Fatal	1	1
Receiving Stolen Property	6	1			
Vandalism	93	70	<u>TRAFFIC SERVICES</u>		
Sexual Assault (non-rape)	6	2	Written Citations	366	616
Drug Law Violations	5	8	Written Warnings	320	444
Operating Under the Influence	28	31	Verbal Warnings	462	849
Violation of Liquor Laws	3	9	Parking Violations		18
General Offenses	55	98			
Trespassing	18	28	<u>MISCELLANEOUS</u>		
Attempted B & E	15	4	911 Investigations		117
Threats	14	22	(includes silent, abandoned and hang-up calls)		
Harassment	16	21	Building Check (found open)	86	64
Disorderly Conduct	18	24	Animal Complaint	47	114
			Assist Citizen/Lockout	101	111
			Burglar Alarms	304	385
			Fire Dept. Assist (non-medical)	49	129
			Assist other Police Depts.	23	76
			Civil Complaint	13	9
Missing Person	12	27			
Missing Property (lost and found)	9	10			
Disturbance (general and gathering)	151	155			
Domestic Disturbance	45	78			
Annoying Phone Calls	17	32			
Suspicious Activity	304	276			
General Services	73	892			
Stolen Property Recovered	1	8			
Stolen Vehicles Recovered	4	2			

Total Calls/Incidents Handled: 5,495

PROTECTION OF PERSONS & PROPERTY

FIRE DEPARTMENT

ROLES AND RESPONSIBILITIES OF THE FIRE DEPARTMENT

1. Rescue and Emergency Medical Services: The Fire Department is the primary provider of emergency medical services. This involves the delivery of basic and advanced life support that are directed towards saving lives.

2. Fire Suppression: Fire suppression is the fundamental responsibility of the fire service. The priorities are to save lives, to control the fire, limit its spread, and to protect property from fire and related hazards. The most important aspects of fire suppression are to maintain a highly trained and motivated group of firefighters and to ensure that all related equipment is in excellent working condition.

3. Fire Prevention and Risk Reduction: Fire prevention is the attempt to prevent the outbreak of fires in the community, as well as to limit the danger to persons and the damage to property caused by those fires that do occur. In a modern day society that is surrounded by combustibles, this aspect of the fire Department's activities encompasses a variety of approaches, including inspections, enforcement of fire codes, review of plans for new construction projects, and public fire safety education.

4. Hazardous Materials: The Fire Department has primary responsibility for the management of hazardous materials incidents.

1994 IN REVIEW

1. Activity: Thankfully, 1994 was the quietest year in recent memory with regard to high loss fire incidents. However, overall fire activity continued to rise in 1994. Total emergency incidents were up 7% compared to 1993. Emergency medical incidents have finally leveled off somewhat after tremendous increases over the past eight years. We feel this "leveling" off will be short lived however. With the growth that the town is still experiencing, and future growth expected, we feel that our emergency medical incidents will continue to increase. Fire incidents increased in 1994. General alarms, which are incidents that require a full fire department response were at an all time high. Again, with anticipated growth of the community, we expect fire incidents to remain on the rise. As was the case in 1993, motor vehicle accidents and trauma related injuries dominated the type of response by the Fire Department. Many of these incidents required the services of advanced life support units with transport to a Level I trauma center by medical helicopter. This type of response has become common in our community. When serious incidents occur, inter-departmental and inter-agency cooperation is critical, with all objectives being the care and well-being of the patient or patients involved. This cooperation was quite evident this past year, with many successful and happy outcomes to serious and potentially life

threatening situations. Sincere thanks is extended to the Norfolk Police Department, the Norfolk Communications Department, the Norwood Hospital Paramedic Services, and to Boston Med Flight.

2. Training: The Training Division is responsible for planning, content, delivery, and evaluation of the Fire Department personnel. Training allows firefighters to perform instinctively, efficiently, and as a team during emergency incidents. Thirty-two departmental training sessions consisting of well over one hundred hours of training per firefighter were held in 1994.

Three live fire training exercises were conducted by the training division in 1994. Two were held at a vacant building on Dedham Street and one was held at a building scheduled for demolition on Main Street. These invaluable exercises allow firefighters to train under extremely realistic, albeit safe conditions.

Four new firefighters, Mike Findlen, John Hamilton, Mark Kantzer, and Jack Kelley were trained to the level of "Firefighter I". This is a program designed by the Massachusetts Firefighting Academy and taught by the department instructors. Firefighting basic skills

PROTECTION OF PERSONS & PROPERTY

are the focus of this extensive program, with these four firefighters each attending well over fifty hours to accomplish training at this level.

In April, the Fire Department held a mass casualty drill at the Norfolk Airport. Participants included Wrentham, Walpole and Foxboro Fire Departments, Millis Ambulance Service, Norwood Hospital Paramedic Service, and Boston Med Flight. This successful drill was designed to evaluate the level of training in handling a mass casualty event and to test the protocol which the Fire Department adopted from the New England Council for Emergency Medical Services.

Lt. Peter Petrushik and Firefighter/EMT Daniel Keenan were certified as "Fire Inspector I" by the Massachusetts Fire Training Council, the Commonwealth of Massachusetts, and the National Board on Fire Service Professional Qualifications. The departments' defibrillator instructors, Firefighter/EMTs Stephen Hamlin, Pamela Holmes and John Malaney attended an eight hour class on defibrillator training at Norwood Hospital.

The department had many members who attended classes presented by the Massachusetts Firefighting Academy located in Stow. Firefighter/EMTs Daniel Keenan and Jamie Masterson attended a twelve hour rope rescue class; Lt. Peter Petrushik and Firefighter/EMT Daniel Keenan attended a twelve hour confined space class; Firefighter/EMTs Patricia Bixby and Daniel Keenan attended a six hour juvenile fire setting class; Firefighter/EMT Mike Findlen and Firefighters Mark Kantzer and Jack Kelley attended a twelve hour search and rescue class.

Deputy Chief Stephen Wood and Firefighter/EMT John Malaney attended a program on adolescent fire setting, which was sponsored by Southwood Hospital and the Marathon House.

The Fire Department has sixteen Emergency Medical Technicians. They must be recertified by the Commonwealth of Massachusetts every two years. This recertification involves a twenty-four hour refresher course, twenty-eight hours of continuing education, and an annual C.P.R. refresher. EMTs must also be recertified quarterly on the semi-automatic defibrillator. Early in 1994, EMTs were certified in the administration of epinephrine (EPI-Pen), which helps to counteract allergic reactions. In 1995, 54

the department hopes to take emergency medical care one step further, which in turn would provide our community with more highly trained personnel. By providing EMTs with the training to the intermediate level, personnel would be able to initiate certain advanced life support procedures such as starting intravenous fluid (IVs), intubation and advanced patient assessment. The EMTs who attend this program would be required to attend one hundred hours of classroom instruction with an additional two hundred hours of clinical training.

Firefighter/EMTs Patricia Bixby, Stephen Hamlin, Pamela Holmes, John Malaney, and Jamie Masterson continued to work with the Recreation Department in providing C.P.R. training to the residents of Norfolk. Their hard work and dedication in this area is extremely important and truly appreciated.

3. Equipment: The department took delivery of a new brush/utility/mini-pumper in December. This new vehicle was purchased from Greenwood Fire Apparatus in North Attleboro, and was manufactured by Emergency-One in Florida. The truck is a Ford F-450 Super Duty cab and chassis with four wheel drive, carries 300 gallons of water and has a 250 gallon per minute pump. This vehicle will respond to a variety of incidents, such as brush/woods fires, motor vehicle accidents and public assistance calls just to name a few.

The department also took delivery of new firefighter protective clothing and an air monitoring device which were approved at the Spring 1994 Town Meeting. The protective clothing features state of the art protection utilizing "PBI" material. The air monitoring device has proven quite valuable, as we have seen a large increase in carbon monoxide investigations and requests for air monitoring in residences.

4. Personnel: The Fire Department employs twenty-seven firefighters; a full-time Chief; two full-time firefighter/EMTs and twenty-four "on call" personnel. The full-time personnel are on duty at the station Monday through Friday, 8:00 a.m. to 4:00 p.m., which is statistically the busiest time of the week. This full-time coverage allows emergency incidents to be answered immediately with the average response time being three minutes. Incidents on weeknights and weekends are responded to by

PROTECTION OF PERSONS & PROPERTY

dedicated "on call" personnel with the average response time being eight minutes.

In 1994, Stephen Hamlin resigned from the position of EMT Coordinator. Stephen remains on the department as a firefighter/EMT and we thank him for serving in this capacity over the past few years. Firefighter/EMT John Malaney was promoted to fill the position of EMT Coordinator.

We have been very fortunate to have employed the services offered by the Senior Tax Relief Program through the Council on Aging. A senior citizen assisted us during burning season by issuing permits at the Fire Station. This was a tremendous help, not only to us, but to our budget as well. This service was again utilized in collating the Enhanced 9-1-1 mailing for the Police Department. We strongly support this program and plan to continue to use it whenever we can.

5. Fire Prevention: The Fire Prevention Division was busy once again in 1994, with activity totaling well over one thousand requests for services. Inspections performed include smoke detector inspections for home resale, new home inspections, public building inspections, underground fuel storage tank removals and propane storage inspections. Many hours are spent at meetings, reviewing plans, and performing various tests and inspections.

Due to an increase in funding, this past year was the first year we were able to form a Fire Prevention Committee. This group consisted of Firefighter/EMTs Norman Eykel, Peter Hildebrandt, Richard Clancy, Pamela Holmes, Daniel Keenan, Mike Findlen and Firefighters Jack Kelley and Mark Kantzer. They were charged with developing and delivering fire safety programs to our school children. Their hard work was evident, as the programs they administered were excellent and well received. The success of these programs is usually immeasurable, until, as has happened in the past, a youngster acts instinctively to request assistance for a family member or friend in a time of crisis. Programs which were provided included: numerous sessions with the preschools, assemblies at both elementary schools, open house at the Fire Station during Fire Prevention Week and many tours of the Fire

Station with informal first aid procedures covered.

In May, Firefighter/EMTs Stephen Hamlin, Daniel Keenan, John Malaney and John Hamilton participated in an Emergency Medical Services Fair which was sponsored by area fire departments and Norwood Hospital. In October, Firefighter/EMT John Malaney and Firefighter Jack Kelley participated in a day long event at Norwood Hospital called "Safety Saturday".

As a reminder to residents, 9-1-1 should only be used in an emergency. For any other calls or for information, the regular business lines must be used.

6. Acknowledgements: The Fire Department would like to thank the various town departments, boards, and officials for their support and assistance during the year. Thank you to the residents and businesses of Norfolk for your continued support. Once again, a sincere thank you goes out to the personnel who make up the Norfolk Fire Department. Their dedication and commitment to this community is outstanding and is truly appreciated.

Respectfully submitted,

Chief William F. Kelley
Lt. Peter J. Petruchik

FIRE DEPARTMENT ACTIVITY FOR 1994

EMERGENCY INCIDENTS:

	<u>1994</u>	<u>1993</u>
Structure Fires	40	31
Vehicle Fires	6	7
Motor Vehicle Accidents (Engine Response)	24	24
Outside Electrical Fires	19	10
Outside Fires	60	43
Hazardous Material Incidents	9	11
Fire Alarm Activated	91	80
Public Assistance	7	17
Line Box Coverage	1	6
Investigations	44	53
Miscellaneous	26	17
Assist Ambulance	46	30
Emergency Medical Services Incidents	451	450
Total Emergency Incidents	831	779

EMERGENCY MEDICAL SERVICES:

Total Emergency Medical Services Incidents	451	450
Medical	197	193
Motor Vehicle Accidents (Amb. Response)	82	101
Mutual Aid (Given/Received)	88	70
Advanced Life Support Response	212	182

FIRE PREVENTION:

Smoke Detector Inspections for Home Resale	158	193
Smoke Detector Inspections for New Homes	86	66
Oil Burner Inspections	75	60
Propane Storage Inspections	67	8
Building Inspections	14	12
Gun Powder Inspections	2	11
Underground Storage Inspections	25	26
Tank Truck Inspections	2	1
Fire Drills	8	8
Blasting Permits	0	10
Monitor Blasting	6	18
Issue Burning Permits	572	732
Requests for Open Burning	1,193	1,781
Miscellaneous	10	9

MISCELLANEOUS ACTIVITIES:

Meetings	32	21
Departmental Training	32	30
Recertification Training	3	6
Recruit Training	15	0
Details	299	282

APPARATUS STATUS REPORT:

Engine 2:	1991 Pierce 1,250 GPM Pumper	Excellent Condition
Engine 1:	1977 Mack (Refurbed 1992) 1,250 GPM Pumper	Fair Condition
Ladder 1:	1983 Continental 85' Aerial Ladder	Fair Condition
Engine 4:	1967 Ford 750 GPM Pumper	Poor Condition
Tank 1:	1989 White / GMC 2,500 Gallon Tank Truck	Excellent Condition
Squad 4:	1994 Ford F-450 Brush / Mini-Pumper	Excellent Condition
Squad 5:	1968 Dodge Power Wagon Brush Truck	Poor Condition
Squad 6:	1980 Chevrolet Brush Truck	Fair Condition
4-9:	1992 Ford Class 3 Road Rescue Ambulance	Good Condition
4-0:	1990 Ford Crown Victoria Chief's Vehicle	Fair Condition

1994 MAJOR INCIDENTS

- February 13: Motor vehicle accident - Dedham Street - patient transported to Norwood Hospital.
- March 2: Motor vehicle accident - Marshall Street - patient extricated utilizing hydraulic tools, transported to Norwood Hospital.
- March 23: Mutual aid to the town of Wrentham - structure fire - Spring Street.
- April 11: Motor vehicle / pedestrian accident - Grove Street - patient flown to Mass. General Hospital by Boston MedFlight helicopter.
- April 23: Multiple brush fires throughout town.
- April 30: Brush fire - Medway Branch Road - mutual aid from Millis and Wrentham Fire Departments.
- May 6: Trauma injury - MCI-Norfolk - man fatally injured.
- June 4: Brush fire - Everett Street near the Wrentham town line.
- June 5: Multiple brush fires throughout town.
- June 17: Multiple brush fires - Medway Branch Road - mutual aid from Millis and Wrentham Fire Departments.
- July 4: Multiple brush fires throughout town - mutual aid from the Millis Fire Department.
- July 7: Trauma injury - seriously injured boy flown to Boston City Hospital by Boston MedFlight helicopter.
- July 7: Severe weather - multiple structures struck by lightning throughout town.
- July 8: Severe weather - multiple structures struck by lightning throughout town.
- July 15: Severe weather - multiple incidents throughout town.
- July 28: Motor vehicle accident - Dedham Street by Valley Street - three vehicles - three patients transported to Norwood Hospital - mutual aid from the Wrentham Fire Department.
- July 28: Motor vehicle accident - Main Street by Needham Street - three vehicles - five patients transported to Norwood and Southwood Hospitals - four patients extricated utilizing hydraulic tools - mutual aid from Wrentham and Walpole Fire Departments.
- October 23: Motor vehicle accident - Pond Street - man fatally injured.
- October 25: Trauma injury - Castle Road - young boy transported to Norwood Hospital subsequently flown to Children's Hospital by Boston MedFlight helicopter.
- November 4: Motor vehicle accident - Needham Street - two patients transported to Norwood Hospital -

mutual aid from the Wrentham Fire Department.

December 12: Motor vehicle accident - Hillcrest Village - two patients transported to Norwood Hospital - mutual aid from the Franklin Fire Department.

December 16: Motor vehicle accident - Dedham Street by Valley Street - four vehicles - patient extricated utilizing hydraulic tools - transported to Norwood Hospital - mutual aid from the Wrentham Fire Department - Boston MedFlight grounded due to inclement weather.

December 24: Severe weather - multiple incidents throughout town.

December 31: Mutual aid to the town of Wrentham - motor vehicle accident - two patients flown to Mass. General Hospital by Boston MedFlight helicopter.

Fire Loss for Norfolk in 1994:	\$22,650.00
Civilian Fire Deaths in 1994:	0
Civilian Fire Injuries in 1994:	0
Firefighter Injuries in 1994:	5

PROTECTION OF PERSONS & PROPERTY

FIRE AND POLICE COMMUNICATIONS

The Fire and Police Communications Department is responsible for dispatching emergency services including police, fire, emergency medical services, water, highway and animal control. The Communications Department is the initial and primary contact point for persons needing assistance, both of the emergency and non-emergency nature. The Norfolk Communications Department handled well over seven thousand emergency incidents and requests for services in 1994.

During emergencies, the dispatchers role is to: obtain necessary information about the emergency, accurately and quickly; direct the appropriate emergency vehicles to the correct location; monitor and coordinate communications among agencies within the system; instruct the caller in pre-arrival measures and to maintain accurate incident records.

The Communications Department is staffed twenty-four hours a day, seven days a week. The department consists of four full-time and eight part-time personnel. The dispatchers are required to maintain C.P.R. and First Responder certification. They must also be recertified every year in the Enhanced 9-1-1 system and the NCIC/LEAPS computer system. Dispatchers are also certified as emergency medical technicians (EMTs).

1994 was a year of rebuilding and reorganization within the Communication Department. Sgt. Jonathan Carroll from the Police Department and Lt. Peter Petrushik from the Fire Department were assigned under Police Chief Stone and Fire Chief Kelley to serve as supervisors for the department. Extensive standard operating procedures were developed and placed into effect for police, fire and emergency medical services incidents. In January, the long awaited and much anticipated Enhanced 9-1-1 system was placed into service for the Town of Norfolk. Each dispatcher attended sixteen hours of training and all were certified in the use of this system. By all

accounts, the Enhanced 9-1-1 system has already proven a valuable asset to our public safety operations and to the residents of Norfolk. As a reminder, 9-1-1 should only be used in an emergency, such as to "save a life, to stop a crime, or to report a fire". All other inquiries must be made on the usual business lines for the respective departments. In March, Jamie Masterson was appointed as a full-time dispatcher, replacing Glen Eykel who took a position with the Police Department. Jamie has several years experience with the Fire Department and is an Emergency Medical Technician. Steven Burke, John Malaney, Jason Kenwood and John Donovan were appointed part-time dispatchers in 1994.

We would like to thank the various town departments, boards and officials for their help and support during the year. We thank the personnel of the communications department and we look forward to a productive and progressive 1995.

Respectfully submitted,
Sgt. Jonathan Carroll
Lt. Peter Petrushik

PROTECTION OF PERSONS & PROPERTY

ANIMAL CONTROL DEPARTMENT

The annual report of the Animal Control Department is as follows:

Calls received for lost, found and complaints	611
Dogs handled	9
Dogs returned to owners	44
Cats handled	21
Trips to veterinary	41
Wild animals handled for possible rabies: Raccoons - 42; Squirrels - 4; Skunks - 9; Possum - 2; Woodchuck - 5; Bats - 1; Fox -1.	
Trips to Boston State Lab for Rabies Test	8
Positive Rabies from Lab	2
Dog bites	11
Dead animals picked up	7

In closing, I would again caution residents, especially children, to stay away from wild animals. The Town has had two confirmed cases of rabies in raccoons. If there are any questions, please call me at 528-2879 and I will do my best to answer them.

Respectfully submitted,

Harry L. Sanborn, Jr.
Animal Control Officer

BUILDING DEPARTMENT

The Building Department consists of the Building/Zoning Officer, Local Inspector, Electrical Inspector, Assistant Electrical Inspector, Plumbing Inspector, Gas Inspector and two part time Administrative Assistants.

The responsibility of the Building Department is to enforce all provisions of the State Building Code and any other state statutes, rules, regulations and bylaws. The Building Department oversees the construction and insures compliance with all code requirements for the safety, health and welfare of the general

public.

The Building Commissioner carried out the State-mandated duties of inspecting and certifying all schools, places of assembly, public halls and places of worship.

Gerald E. Hughes
Building Commissioner

The following is a list of permits that have been issued during 1994:

No. OF PERMITS		EXPLANATION	EST. VALUE
1993	1994		
64	43	New Dwelling	\$ 5,347,450.00
1	1	New Commerical	220,000.00
116	101	Additions/Alt.-Res.	772,233.00
7	4	Additions/Alt.-Comm.	1,099,500.00
-	-	New Municipal	--
15	15	Pools	77,155.00
16	12	Wood/Coal Stove	6,600.00
-	-	Solar Systems	--
1	9	Signs	4,500.00
8	8	Demolitions	30,300.00
7	14	Siding	70,478.00
12	14	Re-roofing	321,147.00
4	-	Miscellaneous	--
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251	221		\$ 7,949,363.00

Total Bldg. Permit Fees
Forwarded to Treasurer: \$ 55,989.25

225 193 Electrical Permits
Total Electrical Permit Fees
Forwarded to Treasurer: \$ 10,282.00

138 110 Plumbing Permits
Total Plumbing Permit Fees
Forwarded to Treasurer: \$ 7,893.00

54 42 Gas Permits
Total Gas Permit Fees
Forwarded to Treasurer: \$ 659.00

PROTECTION OF PERSONS & PROPERTY

TREE WARDEN

The start of a new Shade Tree Program has begun. The retirement of Ken Tripp, our Tree Warden for 31 years, started the year off. I would like to wish him luck and say thanks from the residents of Norfolk.

The year since May (the election) has been anything but slow. Although the wheels were in motion, the bid process for tree work evolved slowly. Bid specifications were created and went out to bid. Our decision and contract award was set back when the Labor Commission changed the minimum wage rate for tree workers and their groundsmen. In November, the bid was opened again and the contracts awarded. The Town contracted two local companies. One company specializes in pruning; the other in removals. The decision to contract two companies was that of production to insure that Norfolk could get the most work done for the money spent.

The Town Hill Project is the beginning of the revitalization and restoration of the center of town. The planting of new town hill and center area trees is an important concern to be addressed in 1995.

Public safety, through removal of dead and hazardous trees, pruning of low limbs, encroaching limbs and dead limbs over our roads was first addressed with budget monies.

The fierce December 24th wind storm did a considerable amount of damage to resident's trees. Of those trees, four either broke the conductive wires or tripped the main fuse.

If you haven't had a Massachusetts Certified Arborist determine existing conditions of your trees on your property, you should consider having it done. It may save your life or your property.

Our shade trees and scenic roads grow on and are the alluring and inviting factor to our town. The two can somehow dictate our attitudes. Restoration and preservation of our trees and landscapes across town will only insure its existence for future generations to enjoy. I look forward to many exciting projects to take place in the coming years.

The budget was spent accordingly:

1. Dead public shade trees removed: 17 trees
2. Public shade trees removed: 19 trees
3. Public shade trees restored/preserved: 8 trees
4. Resident trees which fell on roads/wires:
22 incidents
5. Miles of roadside clearance: 5 miles

Many thanks to the arborist contractors for the Town. Their commitment to Norfolk in our time of need is and will continue to be much appreciated.

Philip K. Craig, MCA
Tree Warden

PROTECTION OF PERSONS & PROPERTY

HIGHWAY DEPARTMENT

The Town of Norfolk's Highway Department has begun to go through various changes in 1994. The concept of creating divisions within the department was presented to the Board of Selectmen and the Advisory Board. Budgets were prepared to reflect the current level of service and an adequate level of service in each division. Our evaluation clearly depicted the shortages in the labor force and equipment to perform the services needed for the Town today. Funds were allocated in various areas to begin to address the deficiencies.

PERSONNEL

Funds were allocated to increase the part time Administrative Assistant position to a full time position. The position was filled by Karen Mitnick of Bellingham.

The position of Assistant Mechanic was created and funded to assist the Head Mechanic in maintaining Police, Fire and Highway Department vehicles. The position was filled by Thomas Benedetti of Wrentham.

ROADWAY MAINTENANCE AND REHABILITATION

The Department completed various repairs on failed areas of roadway town wide.

Temporary pavement repairs were performed to Rockwood Road from Ware Drive to Holbrook Street, Pine Street from Route 1A to the Foxboro Town Line, Main Street from Medway Street to Myrtle Street.

Pavement overlays were completed on 1.4 miles of roadway which included King Street from Chickadee Drive to Bridie Lane a distance of 4200 LF, Rockwood Road from Holbrook Street to the Millis Town Line a distance of 2200 LF, Boardman Street from Medway Branch to Main street a distance of 850 LF.

Crack Repair was completed on Needham Street, Main Street from Boardman Street to the Walpole Town Line, Medway Branch, Tucker Road, Cleveland Street, Clark Street, Campbell Street, Park Street, Grove Street, North Street from Marshall Street to the Wrentham Town Line,

Marshall Street and Pond Street from Needham Street to Route 1A.

Roadside brush cutting was completed on Grove Street from Park Street to Union Street, Diamond Street from Union Street to North Street and Chestnut Road from Birch Road to the dead end.

Main Street was completely reconstructed from Boardman Street to Medway Street.

DRAINAGE MAINTENANCE AND REHABILITATION

The Department completed various repairs on failed structures and piping systems town wide and contracted the cleaning of the town wide catch basin system.

Completed the installation of bituminous concrete berm on Main Street from Park Street to Hanover Street, Grove Street near Strawberry Lane and Leland Road to reduce shoulder erosion and direct roadway runoff to catch basins.

Complete the relocation of a new cross culvert on Main Street at George Road. Installed a drainage discharge line on Medway Street near the intersection of Truro Road for future drainage corrections on Medway Street.

BUILDING MAINTENANCE

The installation of a new furnace was completed which heats the office areas of the facility.

ENGINEERING

Completed 25% of the preliminary design of Short Street to eliminate the connection of School Street to Main Street.

Completed 15% of the preliminary design of the Rockwood Road, Main Street and Union Street intersection and submitted the Project Justification Report to the Massachusetts Highway Department for project funding.

Completed the feasibility study of the Town Center drainage deficiencies and began the final design phase.

PROTECTION OF PERSONS & PROPERTY

Completed 100% design of the New North Street and Connector Road as part of the Town Center Revitalization Project.

Completed the Underground Storage Tank Management Plan and Assessment at the Highway Department Facility on Medway Branch.

Submitted CSA to DEP for review and approval to finalize the Landfill Closure Project. Approval was received and closure is scheduled for the Fall of 1995.

GROUNDS MAINTENANCE

The Department performed daily and annual maintenance of municipal grounds and green

spaces including schools and cemeteries.

Due to the outbreak of grub infestation, the Department applied two applications of pesticide for grub control town wide. Seed and fertilizer were applied to all areas affected.

Trimmed and cut roadside shoulder areas Town wide to improve sight distance.

A special note of thanks to all Town Departments and Boards who assisted us in the last year.

Remo R. Vito, Jr.
Highway Superintendent

TRANSFER STATION

In 1994 the Town of Norfolk's Transfer Station had begun to expand its recycling base, due to the signing of contracts with new end site vendors.

In 1994 revenues were received for glass, plastics, paper, wood waste and metals using Town resources to haul the recyclables to markets. The Town contracted for the removal of waste oil, tires, batteries and solid waste. Brush and leaves were ground for mulch and made available to the residents of the Town.

The mechanism for recycling worked successfully in 1994. The Town did pursue alternate markets and is currently working with the Town of Millis to haul their recyclables to market for a fee. We are in the process of pursuing recycling at the Town's municipal buildings and schools to increase the intake of recyclables and revenue to offset costs.

The Transfer Station is also the collection location for two (2) charitable organizations, the Salvation Army and the local school Sports boosters.

MODE OF OPERATION

In order to use the facility, a resident must first purchase a decal for his/her vehicle. This gives him/her access to the recycling areas, but if he/she wishes to dispose of household waste, he/she must also purchase stickers for each bag he/she brings, and pay a fee for any item of bulky waste. This latter fee is determined on the basis of the weight of the item. Residents can call the Highway Department to acquire specific information.

Cars are checked as they come through the gate and then routed through a one-way system to the various recycling containers and to the area for non-recyclables. The vehicle count for 1994 was 49,846.

Remo R. Vito, Jr.
Highway Superintendent

**TOWN OF NORFOLK TRANSFER STATION
ANNUAL REPORT 1994**

All figures presented in this report relate to the calendar year January 1, 1994 through December 31, 1994.

The Transfer Station was open to Norfolk residents twice each week, on Tuesdays and Saturdays. The total number of operating days in 1994 was 104.

Non-Recyclable Waste

The Town of Norfolk contracts with Laidlaw Waste Systems to compact and remove bags of household waste and bulky waste.

Total compacted waste	873 tons
Total bulky waste	306 tons
Total non-recyclable waste	1179 tons
Daily average	11 tons

The 873 tons of compacted waste represents 71,094 bags of household waste.

Recyclable Waste

Newspaper	345 tons
Corrugated cardboard	61 tons
#2 plastic	13 tons
Waste oil and anti-freeze	2 tons
Metal (white goods and metal cans)	37 tons
Tires	4 tons
Batteries (automobile)	3 tons
Glass (white and colored)	69 tons
Brush	419 tons
Leaves/Yard waste	36 tons
Total recyclable waste	989 tons
Daily average	10 tons

The figures for batteries and tires were derived by converting pounds to tons using the average weight of a battery (36 pounds) and the average weight of a tire (25 pounds).

Recycling Rate

Total recyclable + non-recyclable waste	2168 tons
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These figures give a Recycling Rate of 46%

EDUCATION, LIBRARY, ARTS

Norfolk Elementary Schools

Norfolk School Committee:

Chairperson: Mrs. Martha J. Donovan

Mrs. Lucille Bailey

Mr. James Lehan

Mr. Jonathan Smith

Mr. John Spinney

Administrative Staff:

Lorraine S. Young, Ed.D.

Superintendent of Schools

Mrs. Audrey Carson

Secretary

Mrs. Thayer Olson

Secretary

Mrs. Roxanne Verdeaux

Receptionist

Mr. Robert Smith

Principal: Freeman-Centennial School

Mrs. Barbara Diamond

Assistant Principal (halftime)

Mrs. Deborah Goddeau

Secretary

Mrs. Dorothy Brizzolara

Receptionist

Mrs. Linda Balfour

Principal: H. Olive Day School

Mrs. Lucia Godfrey

Assistant Principal (halftime)

Mrs. Susan MacKinnon

Secretary

Mrs. Virginia Navickas

Receptionist

Mrs. Patricia Connolly, Mrs. Balfour

Special Education Coordinator

Ms. Elaine Chamberland

Secretary

Mrs. Margaret Larkin

Supervisor of School Lunch Program

Mr. Toby Lyons

Supervisor of Buildings and Grounds

Development, Promotion of Research, Global-Multicultural Education, Programs that Address Multiple Talents of Students, Site Based Management, Instrumental Music, Partnerships-Community Activities, Capital Improvements and Growth of School Population. A review of accomplishments was presented to the Committee in June of 1994. The Committee instructed the Superintendent to oversee the updating of the Five Year Plan and to begin year two in September.

Five Year Plan

The following is a summary of 1993-1994 Five Year plan in each of the categories:

**indicates that the goal was accomplished*

Student to Adult Resources

- *1. These resources are mandated by the Education Reform Law. It seems appropriate that School Councils make recommendations to assist in the prioritizing of needs of the schools in accordance with budget and law
- *2. Seek alternative funding sources
- *3. Evaluate priorities each year of the cycle
- *4. Survey and seek advice of teaching staff, school administration, parents and support staff on the effectiveness of meeting the needs of the students
- *5. Anticipate the growth rate of the community and incorporate into planning

Professional Development

- *1. Develop plan as mandated by Education Reform
- *2. Provide funding for priority areas: science, math, technology, inclusion
- *3. Investigate funding sources
- *4. Develop appropriate FY95 budget
- *5. Review results of NEASC to ensure that professional development needs identified in the self study are addressed
- *6. Survey administrators, elementary teachers, guidance counselors, extra-curricular providers, health care providers, media specialists, non-

instructional staff, physical education specialists, and special education teachers to determine areas in need of improvement in terms of equal opportunity and to satisfy the requirements of Chapter 622

Capital Improvements

- *1. Complete renovation of bathrooms
- *2. Begin purchase cycle for technology
- *3. Replace clock system
- *4. Carpet Quad 4 and Library
- *5. Begin painting cycle
- *6. Eliminate cause of leaking in Freeman-Centennial building
- *7. Repair existing playground equipment
- *8. Replace windows on south side of Freeman

Instrumental Music

- *1. Absorb Instrumental Music Position into school budget to serve approximately 154 students
- *2. Begin purchase of equipment: music stands, storage carts
- *3. Set up beginner and advanced bands
- *4. Develop small ensembles for periodic performances

Site Based Management

- *1. Establish a committee to assess needs
- *2. Assess management style in use; how are decisions made
- *3. Complete a needs assessment of staff
- *4. Identify areas of need and devise action plan
- *5. Recommend conferences, inservice and materials for budget
- *6. Continue attendance at presentations on topics such as TQM
- *7. Share resources with district schools
- *8. Explore funding sources for training

Curriculum

- *1. Implement new science curriculum
- *2. Rewrite mathematics curriculum
- *3. Develop initial guidelines in music, art, health, and physical education
- *4. Equip and implement library curriculum

Programs that Address Multiple Talents of Students

- *1. Support Odyssey of the Mind effort by parents
- *2. Discuss need for program with public
- *3. Survey faculty about current provisions being made for gifted and talented students

Program Excellence

No goals set

Global and Multicultural Education

- *1. Review present policy and programs
- *2. Survey parents and teachers to find out what else could be done

Promotion of Research

No goals set

Technology

- *1. Employ full time instructor
- *2. Employ full time aide (Did not do)
- *3. Purchase computers for grade 5, music, art, physical education, special education, grade two, health, library and non classroom teachers. Computers were purchased for use in Grade Six classrooms. This purchase signals that all students within the system, except Grade 3, have updated computers with which to work. Under the technology plan submitted by the Committee headed by Dena Kaufman and Bonnie O'Connell, Grade 3 is scheduled to be equipped during the 1995-1996 school year. A computer specialist, Mr. James Lafave, was employed to lead us through the technology revolution.
- *4. Begin teacher re-education
- *5. Develop User Group (Did not do)

Partnerships --School and Community Activities

- *1. Continue to maintain present partnerships:

Project Learning Together: an intergenerational reading and math enhancement program, adult literacy and early childhood program. (School and Library)

S.E.E.N: seniors volunteering to

assist in classrooms to work with children. (School and Council on Aging)

PLANOW: Education foundation to further educational purposes and provide broad based community wide support for education and to solicit and receive grants, gifts and contributions and bequests. (Norfolk, Wrentham, Plainville and King Philip)

T. P. A.: Teachers and parents working together.

NORFOLK TOGETHER: fundraising for needs of community and state at large (Norfolk residents and Schools)

Health Program: coordinate supportive health programs for students, parents and Norfolk community. (Police department, Southwood Hospital, King Philip Junior and Senior High Schools, School Nurses, T. P. A., Plainville, Wrentham Public School Health Teachers)

Norfolk Public Library and School Library: cooperatively provide library services to elementary school age students. (Norfolk Public Library and Schools)

Opening of the H. Olive Day School:

On January 10, 1994, the H. Olive Day School became a reality. During the holiday vacation and the first week of January, citizens of the community joined with the administration, School Committee, staff and faculty to move the contents of the preschool, kindergarten, first and second grade classrooms from the Freeman-Centennial School into the Day School. The Norfolk TPA coordinated the entire effort under the leadership of Mrs. Cheri Barad, Mrs. Nancy Blair and Mrs. Amy Aha. Hundreds of Moms, Dads, students and friends appeared to help carry boxes and to load trucks. Both principals organized and reorganized teaching spaces for faculty and staff. Teachers appeared to do their

Faculty and Support Staff:

During the 1993-1994 school year there were 53 regular classroom teachers and 21 specialist teachers in the employ of the Norfolk Public Schools. Support staff numbered 23 and included librarians, nurses, a computer specialist and art, music, physical education and health instructors. One part time school psychologist and two part time counselors served the children of Norfolk. Nine people were employed for the purpose of maintaining and caring for the two school facilities. Eight people were employed to prepare and serve lunches and snacks to the students. These employees may be either full or part time employees. New Employees hired for the 1994-1995 school year include:

Sharon Bade
Vocal Music Teacher
Diane Balut
Children's Librarian
Thomas Cavanaugh
Grade Six Teacher
Deborah Kazarian
Cafeteria Helper
Michael Kelly
Grade Six Teacher
Linda Kiley
Sped Aide
Gerald Koehane
Custodian
James Lafave
Computer Specialist
Paula Lambalot
Resource Teacher
Kathleen Maloof
Remedial Reading Teacher
Karen McNamara
Sped Aide
Susan Murphy
Sped Aide
Judith Niedzwecki
Sped Aide
Janice Norton
Instrumental Music Teacher

Risa Solow
Resource Teacher
Roberta Strauss
Sped Aide
Michelle Tapsell
Editor, Norfolk Slate

Enrollment:

According to the figures compiled in preparation for the October 1 report the following represents the enrollment of students for the 1993-1994 school year:

Preschool	43
Kindergarten	155
Grade 1	152
Grade 2	173
Grade 3	145
Grade 4	147
Grade 5	140
Grade 6	140
Total enrollment	1095
Average class size range: 21-26	

School Committee:

The School Committee has been engaged in the creation of policy as charged by the Education Reform Law of 1993. Mr. Jonathan Smith led the Committee through the policy making process. The Massachusetts Association of School Committees invited the Norfolk School Committee to present their policy process during a full day workshop to other school committees who were struggling with this responsibility. Mrs. Donovan, as Chairperson of the Committee continues to receive many compliments on the information shared at the workshop.

The Norfolk School Committee also monitored the first year of the Five Year Plan for the Norfolk Schools. Each member served in an advisory capacity on the several committees: Technology, Student to Adult Resources, Curriculum, Program Excellence, Professional

special magic and to prepare for the students' arrival on January 10. We all welcomed the children back to new spaces, new equipment and a new beginning. If you could have seen student faces as they returned, you would know your sacrifices were worthwhile. It was a real pleasure to watch Mr. Martin Moecke of the Permanent Building Committee, welcome students in the hallway of the newest Norfolk School.

During the fall of 1994, the building was officially dedicated to Miss H. Olive Day, a longtime Norfolk resident and educator in the elementary school system. Shortly thereafter, the Media Center was dedicated to Dr. Thomas M. Delmonaco, (a former Superintendent); the Courtyard was dedicated to Mrs. Eva Holmes (a School Committee member who advocated for education) and the Auditorium was dedicated to Frank Gross, (Town Moderator long term member of the Norfolk School Committee and a supporter of public education).

The Permanent Building Committee continues in its role until the building's punch list is at last complete and the building is turned over to the School Committee. The community is grateful for the dedication and perseverance shown by this group of citizens: Dr. Robert Lowdnes, Mr. Winsor (Buddy) Bowden, Mr. Anthony Brizzolara, Mr. Lawrence Cheever, Mr. Wayne Bredvick and Mr. Martin Moeckel.

Special Education:

The role of the special education department is to identify children in need of special education services and to provide those services in the most appropriate, least restrictive setting possible. Special education services in Massachusetts are provided under the guidelines of Chapter 766, the Massachusetts Special Education Regulations. The Norfolk Public Schools

offer an array of services in order to meet the diverse special education needs of our students from the age of three through the end of grade six. During the 1993-1994 school year, a session was added to the integrated preschool program. In this program, young children who have been identified as having special education needs attend school along with peers who do not have such needs. The addition of this session has allowed us to provide for the needs of most of our three and four year old children with special needs within our own elementary school setting.

The special education staff and the regular education staff have continued to work together to offer service delivery options that provide services for children in kindergarten through grade six using an inclusive model. The model emphasizes providing services for students within the regular classroom to the greatest degree possible. The Norfolk schools have accessed grant funds to provide training for teachers in regard to inclusion and collaborative teaching models during the 1994-1995 school year. In addition to training, the special education department has added additional staff in order to facilitate a collaborative teaching model in which regular education and special education teachers form a teaching team. Rather than have children with special needs leave the regular classroom to go to another room to receive special education services, the teaching team provides for the needs of those students through the use of classroom modification and small instructional groups within the regular classroom setting. This has been of benefit not only to the children who are receiving special education services, but also to other students in the class who benefit from a lower teacher to pupil ratio. The special education program continues to provide

services outside of the classroom (e.g. in the resource room or the speech/language room) in order to provide a continuum of services to meet the needs of all of our students.

Decisions in regard to how services are delivered for students are made on an individual basis as part of the Team evaluation process.

Anyone who would like more information in regard to special education services in the Norfolk Public Schools should contact Mrs. Patricia Connolly at the H. Olive Day School, 541-5478.

Lorraine S. Young, Ed.D.
Superintendent of Schools

Linda A. Balfour
Principal, H. Olive Day School

Robert P. Smith
Principal, Freeman-Centennial School

KING PHILIP REGIONAL SCHOOL DISTRICT

Norfolk - Plainville - Wrentham

King Philip Regional School District Committee

Dr. Richard Grady, Chairman	Term Expires 1997
*James Lehan, Vice Chairman	Term Expires 1995
*Pauline Chute	Term Expires 1997
*Laurence Cochrane	Term Expires 1997
George Cronin	Term Expires 1997
Frank DelVecchio	Term Expires 1996
Jane Morris	Term Expires 1996
Fred Paul, III	Term Expires 1997
Sam Williams	Term Expires 1996

*Appointed by the Local School Committee

ORGANIZATION

Dr. Richard Grady, Chairman
 James Lehan, Vice Chairman
 Kenneth Redding, CPA, Treasurer
 Barbara Fink, Secretary

SUPERINTENDENT OF SCHOOLS

Perry P. Davis, Ed. D.

SUPERINTENDENT'S OFFICE

Marilyn J. Reale, District Accountant	
Shirley Maduskuie	Joyce Verna
Virginia MacRae	Joanne Couture

Regular meetings of the School District Committee are held every first Monday in February, April, June, July, August and December, and every first and third Mondays in January, March, May, September, October and November. Meetings are held at the King Philip Regional High School at 7 p.m. in the Media Center.

SUPERINTENDENT'S REPORT

On behalf of Dr. Richard Grady, Chairman of the King Philip Regional School Committee and members, Mr. James Lehan, Mr. Laurence Cochrane, Mrs. Pauline Chute, Mr. Frank DelVecchio, Mr. George Cronin, Jr., Mrs. Jane Morris, Mr. Fred Paul, III, and Mr. Sam Williams, allow me to extend my personal thanks to the King Philip Regional Administration, teachers, parents, students, elected officials of the member towns, and all who support public education. I hereby submit to the citizens of Norfolk this annual report for the period January 1, 1994 to December 31, 1994.

achievement. Congratulations to Megan Savage (Plainville) and Jean-Paul Tremblay (Wrentham).

Jason St. Amand (Norfolk) was selected as one of the ten regional winners in the MARS Science Experiment Proposal Competition, sponsored by NASA and the National Science Teachers' Association. Jason's proposal was one of 5,000 submitted by students in the Northeast. Jason and Mrs. Amy Fradkin, his chemistry teacher/advisor, attended a four day symposium at the Kennedy Space Center in Florida.

Andrea Beloff (Norfolk) was the winner of the \$2,500 State Gold Award in the Science, Business and Technology category of the Discover Card Tribute Award program for Massachusetts. Andrea also was selected to attend the Massachusetts advanced Studies Program at Milton Academy during the summer.

STUDENT HONORS

Two members of the Class of 1994 met the requirements for finalist standing in the 1994 Merit Scholarship Program. The merit program offers about 6,500 scholarships nationwide, in recognition of students who earn outstanding academic

Student honors continued:

Paul Langlais (Norfolk) was recognized for his achievement on the Avogaard Chemistry Exam by the University of Waterloo in Ontario, Canada. This exam is devised to reward student achievement in chemistry at the high school level.

CLASS OF 1994

184 students graduated on Sunday, June 5, 1994. The class motto was "*The only limit to our realization of tomorrow will be our doubts of today.*". Seventy-four percent of the class was accepted to continue their education at two or four year colleges and universities. At the end of this report is a listing of the colleges and universities that accepted members of the Class of 1994.

SCHOOL BUSINESS PARTNERSHIP

The King Philip Regional School District has been an active participant in Project Bridge, a school business partnership with the Polaroid Corporation. As a member of Project Bridge, King Philip is eligible to participate in several special programs with Polaroid. During the 1993-94 school year, two members of the King Philip Regional High School math department participated in a three-day training program on statistics in the workplace. This program was provided free of charge to the school district by the Polaroid Corporation.

The King Philip Regional School District is also a participant in Project Bridge for Total Quality Education Programs sponsored by Polaroid Corporation. Two engineers have worked with the Administration of the King Philip Regional School District to help introduce basic principles of Total Quality. This was again provided at no charge to the King Philip Regional School District.

King Philip is also an active member in the Franklin-Wrentham Chamber of Commerce. The School District participates in a number of programs offered by the Chamber. The Chamber sponsored during the 1993-94 school year a one-day seminar on technology in education. Four members of the faculty attended this seminar which was held at the Tri-County Regional Vocational School and participated in a presentation by Dr. John Philippo. This presentation was informative and brought together members of the business community with representatives from the participating school districts.

FINANCIAL PLANNING

During the 1993-94 school year, the Financial Planning Team that was established in 1992-93 school year worked cooperatively to develop the King Philip

Regional School Budget. The Financial planning team is made up of representatives from the three Boards of Selectmen, three Finance Committees and three representatives from the King Philip Regional School Committee. This group was responsible for providing information to the various boards on the many changes that occurred in the funding of public education due to the educational reform law passed in June of 1993. King Philip Regional School District is committed to this cooperative planning with the Towns of Norfolk, Plainville, and Wrentham.

In May of 1994, King Philip Regional School Committee sponsored a Saturday session for representatives from the three towns concerning a ten-year capital plan for the District. During this Saturday session, there was consensus that the King Philip Regional School District would require some ongoing capital support from the three towns. The members who attended the meeting agreed in principle that the funding of capital projects should occur on an ongoing basis as part of the capital improvement plans for each of the three communities.

TOTAL QUALITY IN EDUCATION

During the 1993-94 school year, a group of teachers and administrators worked with the Superintendent on a Total Quality Team. This Total Quality Team met on a monthly basis to review and identify areas of concern in the schools. The Total Quality Team surveyed the faculty to determine the educational issues in the schools. Based on the data received from the teachers, the Total Quality Team undertook a review and analysis of the topic of improving learning in the classroom. The Total Quality Team developed a student survey to assess student learning needs. This survey was administered to students in grades 7-11 in June of 1994. The survey results have been tabulated and with the assistance of Dr. Ronald Nuttall, Professor at Boston College, the Team will analyze and make a report to the School Committee in the fall of 1994.

The Total Quality Team is an innovative and cooperative effort between the teachers and administrators to improve the quality of instruction in the schools of the King Philip Regional School District.

CURRICULUM DEVELOPMENT

During the 1993-94 school year a Curriculum Network was established to facilitate the review of the curriculum in the King Philip Regional School District. The Curriculum Network consisted of teachers who volunteered to serve as well as the principals from the High School and Junior High School.

Curriculum development continued:

The Curriculum Network discussed the many facets of the curriculum offered in the King Philip Regional School District and identified areas that needed further study.

The Network was also able to review and respond to the many curriculum developments from the Massachusetts Department of Education as a result of the educational reform law. The Network was able to review the common core of learning and to begin an initial review and understanding of the curriculum frameworks.

The Curriculum Network serves as an important link between the classroom teachers and curricula issues.

The high school is scheduled for six curriculum development days during the 1994-95 school year. These days will be used to review, reflect and revise the high school curriculum.

The junior high school is also scheduled for six curriculum days. The focus of their work will be to finalize plans to implement a teaching team model for the 1995-96 school year.

PROFESSIONAL DEVELOPMENT

During the 1993-94 school year, the District undertook a major professional development program for all teachers. A total of nine professional development activities were scheduled for the entire faculty. These activities included topics on critical thinking, restructuring schools, curriculum audits, total quality in education, inclusion, learning styles and teaching styles, common core of learning, proposed curriculum frameworks, and a review of the first year of educational reform.

The curriculum days also had some innovative programs. The first was held in January which was entitled the King Philip Conference. This was an opportunity for staff of the King Philip Regional School District to present mini-workshops to their peers on a variety of topics. In April 1994, the very first K-12 curriculum day was held among the Norfolk, Plainville, Wrentham, and King Philip Regional Schools. This day provided an opportunity for teachers from all schools to meet by individual disciplines to discuss a K-12 curriculum. This was positively received by all teachers with many requests for this day to be repeated on an annual basis.

In May of 1994, Mr. S. Paul Reville, a member of the Massachusetts Board of Education, addressed the faculty of the King Philip Regional School District on the topic of educational reform. Mr. Reville gave the faculty of the King

Philip Regional School District an overview of what had been accomplished in the first eleven months of education reform. This was a unique opportunity for faculty to hear directly from a member of the Board of Education about the many facets of educational reform.

In cooperation with the Norfolk, Plainville, and Wrentham schools, an innovative professional development program was implemented in the 1994-95 school year. Teachers from all four school districts were able to select from nine professional development strands. This approach to professional development allows for full participation of teachers from PK - 12th grade.

SCHOOL COMMITTEE LEADERSHIP IN SCHOOL REFORM

Mrs. Jane Morris has represented the King Philip Regional School Committee at the Colloquia Program on School Reform. The Regional School District was selected by the Massachusetts Department of Education to be a participant in this unique program. Mrs. Morris has attended six sessions on various topics on the leadership role of the school committee in facilitating school reform.

SCHOOL BASED MANAGEMENT

The King Philip Regional School District was among thirteen districts recognized as statewide models for effective school-based management practices. The District will participate in four days of advanced training in school management, funded by the Massachusetts Department of Education.

PARENT PARTICIPATION

The King Philip Regional School District has continued its efforts to encourage more parent participation in the many aspects of school life at King Philip-North and the King Philip Regional High School. In the beginning of the 1993-94 school year, a number of parents volunteered in the libraries at both schools.

The Educational Reform Law required the establishment of school councils, with parents serving in equal numbers to faculty members for the purpose of assessing and establishing goals for the individual schools.

TEACHER PERFORMANCE STANDARDS

In the Education Reform Law of 1993, school districts are required to develop teacher performance standards in consultation with the local teachers' association. The King Philip Regional School Committee has negotiated a set of teacher performance standards with the King Philip Regional Teachers' Association.

GRADUATES FROM THE CLASS OF 1994 WERE ACCEPTED AT THE FOLLOWING COLLEGES
AND UNIVERSITIES:

American University
Anna Maria College
Arizona State University
Assumption College
Babson College
Bard College
Bates College
Bay State College
Becker College
Bentley College
Berklee College of Music
Boston College
Bowling Green University
Brandeis University
Bridgewater State College
Bristol Community College
Brown University
Bryant College
Burdett Business School
Canisius College
Cape Cod Community College
Carnegie Mellon university
Carson-Newman College
Castleton State College
Clark University
Clarkson University
Clemson University
College of the Atlantic
College of the Holy Cross
Columbia University
Community College of Rhode Island
Connecticut College
Cornell University
Curry College
Dartmouth College
Dean College
Drew University
Eastern Nazarine college
Evergreen State
Ferrum College
Fitchburg State College
Framingham State College
Franklin Pierce College
Geneva College
Georgetown University
Gordon College
Green Mountain College
Harvard University
Hesser College
Hood College
Husson College
Johnson & Wales University
Johnson State College
Kansas State University
Kenyon Campell Business School
Lafayette College

Lehigh University
LeMoyne University
Manhattan College
Marist College
Mary Washington University
Massachusetts Bay Community College
Massachusetts Institute of Technology
Massachusetts Maritime Academy
Massasoit Community College
Merrimack College
Monmouth College
Mount Ida College
Murray State University
N.E. Institute of Technology
North Adams State College
North Carolina Wesleyan College
Northeastern University
Northwestern College
Norwich University
Plymouth State College
Princeton University
Providence College
Quincy College
Quinnipac College
Reed College
Rensselaer Polytechnic Institute
Rhode Island college
Rhode Island Community College
Rhode Island School of Design
Roger Williams College
Salem State College
Salve Regina University
Sienna College
Simmons College
Skidmore College
Springfield State College
St. Anselm College
St. Michael's College
Stanford University
State University of N.Y at Oswego
State University of N.Y. at Brockport
Stetson University
Stonehill College
Suffolk University
Colleges the class of 1994 were accepted
Syracuse University
Trinity College
Tufts University
Tulane University
University of Arizona
University of Colorado
University of Colorado at Boulder
University of Connecticut
University of Dayton
University of Maine at Farmington
University of Maine at Machias
University of Maine at Orono
University of Maryland
University of Maryland
University of Massachusetts at Amherst

University of Massachusetts at Boston
University of Massachusetts at Dartmouth
University of Massachusetts at Lowell
University of Miami
University of Nevada at Las Vegas
University of New Hampshire
University of Oregon
University of Rhode Island
University of Rochester
University of Southern Maine
University of Utah
University of Vermont
University of Wisconsin at Oshkosh
University of Wisconsin at Whitewater
Valparaiso University
Vermont Academy
Villanova University
Western New England College
Wentworth Institute of Technology
Westfield State College
Wheaton College
Wheelock College
Worcester Polytechnic Institute

King Philip Regional School District
Balance Sheet
June 30, 1994

Assets

Cash and deposits	\$ 1,417,592
Accounts receivable-cafeteria	4,435
Amount to be provided for:	
Payment of long term debt	1,155,000
Payment of early retirement incentive	<u>234,951</u>
Total amount to be provided	<u>1,389,951</u>
Total assets	<u>\$ 2,811,978</u>

Liabilities, Reserves, and Fund Balances

Liabilities:

Warrants payable	\$ 129,005
Payroll withholdings	40,748
Deferred revenue	12,085

Long term obligations:

Bonds	1,155,000
Retirement incentive	<u>234,951</u>

Total long term obligations 1,389,951

Total liabilities 1,571,789

Fund Balances:

Special revenue funds	41,003
Trust funds	195,311

General fund:

 Reserved:

Reserved for petty cash	600
Reserved for encumbrances	70,392
Reserved for early retirement incentive	234,951
Reserved for unemployment	13,969
Reserved for capital projects	<u>359,430</u>
Total reserved fund balance	679,342

Undesignated 324,533

Total general fund balance 1,003,875

Total fund balances 1,240,189

Total liabilities, reserves and fund balances \$ 2,811,978

King Philip Regional School District
Statement of Revenue, Expenditures and Changes in Fund Balances
Year Ended June 30, 1994

Revenues:	
Town assessments	\$ 5,380,469
Commonwealth of Massachusetts:	
School aid, Chapter 70	2,884,388
Transportation	298,546
School construction	<u>272,573</u>
Total Commonwealth of Massachusetts	<u>3,455,507</u>
Other revenue:	
Interest income	24,919
Athletics	56,235
Insurance refunds and miscellaneous	<u>122,560</u>
Total other revenue	<u>203,714</u>
Bond proceeds - capital projects	300,000
Total revenues	<u>9,339,690</u>
Expenditures:	
Administration	312,898
Supervision	92,155
Principal	357,709
Teaching	4,117,118
Textbooks	72,103
Library and audio-visual	119,668
Guidance	238,978
Psychological	47,873
Transportation	473,449
Athletics	202,280
Other school services	76,003
Operation and maintenance	858,581
Employee benefits and fixed charges	769,613
Tuitions	531,057
Debt service	402,135
Capital outlay	<u>9,400</u>
Total expenditures	<u>8,681,020</u>
Excess revenue over expenditures	658,670
General fund balance beginning of year	<u>345,205</u>
General fund balance end of year	<u>\$ 1,003,875</u>

King Philip Regional School District
 Schedule of Outstanding Debt
 June 30, 1994

	Balance Beginning Of Year -----	Issued -----	Retired -----	Balance End Of Year -----
Long-term debt:				
5.4%-6% notes payable dated April 1, 1992 due \$115,000 annually to April 2001 for senior high roof repairs. Boston Safe Deposit	\$ 920,000		115,000	805,000
7.2% notes payable dated Sept. 1, 1975 due \$25,000 annually to September 1996 for senior high addition Boston Safe Deposit	75,000		25,000	50,000
6.0% notes payable dated July 1, 1974 due \$200,000 to July 1993 for senior high addition Boston Safe Deposit	200,000		200,000	0
5.2%-6.25% notes payable dated June 15, 1994 due \$30,000 annually to June 2004 for junior high school roof - Baybank		300,000		300,000
Total long-term debt	\$ 1,195,000	300,000	340,000	1,155,000

King Philip Regional School District
Special Revenue and Trust Funds
Statement of Changes in Fund Balances
June 30, 1994

	Balance Beginning Of Year -----	Receipts & Transfers -----	Expended -----	Balance End Of Year -----
Special revenue funds:				
Cafeteria	\$ (21,786)	279,700	249,423	8,491
Athletics	466			466
Music	8,480	72,030	67,045	13,465
DECA	7,388	30,390	32,174	5,604
Graphic arts	5,121	3,066		8,187
Summer school	5,303	7,440	8,508	4,235
Adult education	(3,426)	17,440	24,779	(10,765)
Gifts and donations		2,475	620	1,855
Grants	8,569	105,096	104,200	9,465
	<hr/>			
Total special revenue	10,115	517,637	486,749	41,003
	<hr/>			
Trust funds:				
Scholarship funds	39,397	16,540	13,817	42,120
Health insurance trust	122,021	112,997	144,575	90,443
Student activity funds	34,461	145,079	116,792	62,748
	<hr/>			
Total trust funds	195,879	274,616	275,184	195,311
	<hr/>			

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

In July 1994, the School Committee reorganized and elected the following officers: Janice Young (Walpole) Chairperson, Victor Knustgraichen (Wrentham) Vice Chairman, and Louis Hoegler (Walpole) Secretary.

The School Committee conducts its regularly scheduled meetings on the third Wednesday of each month at 7:30 p.m. in the Committee Meeting Room at the school. Sub-committee meetings are scheduled as needed.

GRADUATION

On June 5, 1994, 139 students were graduated in an impressive afternoon ceremony. Janice Young, Chairperson of the Tri-County School Committee, delivered the welcoming address to more than one thousand guests. Music was provided by the Millis High School Band.

Mary M. Fleming, Director of Pupil Personnel Services, presented scholarships and awards totaling more than \$100,000 to deserving seniors.

Norfolk students receiving awards included Gregory Graves and Jeffrey Bixby. The Julius Candela Scholarship in memory of Julius Candela, Past President of Mass School Food Service Association and Food Services Director of the Norfolk School System, was presented to Melissa Ballantyne.

PUPIL PERSONNEL SERVICES

In September 1994, Tri-County welcomed approximately 754 students to the new school year. Of that number, 35 were Norfolk residents. Other towns and residents included: Franklin 155, Medfield 20, Medway 42, Millis 30, North Attleboro 192, Plainville 40, Seekonk 69, Sherborn 3, Walpole 52, and Wrentham 63. Also 53 students were accepted from Out of District areas.

Because of the Co-operative Employment Program at Tri-County, twenty-seven students started early employment in industry. At graduation, 50% of the students were working in their technical areas. Approximately 34% of the class planned to attend 2 or 4 year postgraduate schools. 11% of the class planned to enter the military. Among the colleges graduates have enrolled in are: Bryant College, University of Massachusetts at Dartmouth & Lowell, Massachusetts College of Art, Wentworth

Institute, Johnson & Wales University, Northeastern University, Bridgewater State, Dean College, Arizona State, and Mass Bay Community College.

In October, Tri-County administered the PSAT's for the College Board. Additional testing and career inventories were administered for all Grade 9 students by the Guidance Department. Tri-County counselors, parents, and students joined other area towns for a Higher Education Night in Medway.

The Pupil Personnel Department continued its evening programs for 94-95. The Guidance Department continued its Peer Helpers program to assist with school adjustment and to introduce Tri-County to junior high students in the community. The department continued its programs on preparing for college with the assistance of Dean College Financial Aid Administrators and Admissions Counselors. Tri-County hosted two Career Days for Grade 8 students and held evening Open Houses for parents.

Tri-County has established itself as a leader in the Tech Prep System. This concept has been referred to by National Business and Educational Leaders as one of the most exciting initiatives in education. The primary function of the Tech Prep program is the combined secondary/post secondary program that is being offered to Tri-County students with Massachusetts Bay Community College, Wentworth Institute of Technology, Northeastern University, Dean College, Middlesex Community College and Aquinas College. Students involved in the Tech Prep program must complete an established level of academics and technical competencies. Students upon completion of their high school work will be awarded credits according to the articulated agreement. In 1994 students who received college credit for completion of Tech areas are now attending Wentworth Institute, University of Massachusetts at Lowell and Arizona State University.

ACADEMICS

A continuing recognition that our graduates need to fully develop their academic abilities has led us to review our academic offerings. Beginning in 1995, all Grade 9 pupils will be in a four year sequence of science courses including biology, chemistry, principles of technology and one

EDUCATION, LIBRARY, ARTS

science elective (microbiology, physics, astronomy or Principles of Technology II).

State-wide curriculum frameworks are soon to be issued and Tri-County is prepared to respond to these guidelines for core academic subjects. All students at Tri-County continue to take a full academic load with no study periods. Each student has a class every period every day.

Mr. Ed Hichborn, a long time teacher at Tri-County, was appointed to the position of Academic Coordinator this year. In addition to his regular teaching duties, Mr. Hichborn will now assist in the development of curriculum guides for academic areas, develop interdisciplinary teaching models, and develop a technology plan for the school.

It is the goal of the Tri-County Regional Vocational Technical High School to keep our programs current and to fully meet the needs of our pupils and of the workplace.

VOCATIONAL/TECHNICAL PROGRAMS

The Vocational programs have made every effort to simulate real work experience by providing service to District Town Agencies, Civil Organizations, and Residents. The Auto Repair, Auto Body and Metal Trade departments are fully scheduled for customer work at all times. Work is accepted from district residents if such work coincides with the instructional curriculum. The Auto Repair program has received A.S.E. Master Certification from the National Automotive Technician Education Foundation.

The Child Care program provides a creative agenda that foster the wholesome development of the pre-schoolers in a variety of early childhood settings. High School students work with these youngsters learning first hand the various theories and practices of child development.

Cosmetology is a program that provides skill in a variety of beauty services, such as hair, scalp, skin and nails. The program prepares the student for the State License in hairdressing. The clinic is open to the public during the school year.

The Culinary Arts shop continues to attract many local patrons to their student run restaurant (Gerry's Place) and bake shop. Many senior citizen groups from the community visit Tri-County to sample the delicious meals that are prepared by the high school students.

Desktop Publishing is part of the Commercial Art and Graphic Arts curriculum. Students learn Computer Layout, Desktop and Graphics.

Electronics Technology prepares the student for entry level positions in the Electronics, Computer and Consumer product service industries.

Marketing/Office Technology education includes Banking, Retailing and Secretarial skills to students who have selected this vocational program. Students master skills in Computerized Accounting, Data Base Management, Word Processing and Lotus 1-2-3. Students taking this program also receive hand on training by working at the Dean Cooperative Bank located at Tri-County. The Bank is open to the public during the school year for all banking services.

The Medical Careers program continues to grow as it enters its third full year. We are currently affiliated with three area Nursing Homes (Medfield, Franklin, and Wrentham) where students can apply skills on patient care and recreational activities.

The Plumbing and Electrical programs allow students to acquire technical skills while accruing state-mandated hours in both practical and theory applications. Once completed, these students will be prepared to take the state journeyman examination in their respective trade areas.

The Heating, Ventilation and Air Conditioning program provides students with proper instruction relative to the recovery and recycling of refrigerants. EPA government regulations require that HVAC standards remain at the cutting edge of technology.

The Carpentry program allows students to become familiar with both rough and finish construction. As students complete this program, they are well on their way to securing construction supervisor licenses.

Our construction program has been very busy this year with the construction of "Cougar House", the school athletic field house and with the BICO Collaborative project at King Philip High School in Wrentham.

CONTINUING EDUCATION

The Continuing Education Programs offers an Adult Cosmetology Program during the day. This is a separate program that provides 1000 hours of instruction. The program runs from

EDUCATION, LIBRARY, ARTS

September to May and follows the high school calendar. Registration for this program takes place at the end of May each year. The Evening school Division has enrolled approximately 600 students for the 1994-95 school year. New programs include Computer Aided Machining, Low Fat Cooking, Introduction to Computers and Desktop Publishing. Registration for the Evening Division takes place in September for the Fall Semester and in January for the Winter Sessions.

ATHLETICS

The Tri-County Athletic Programs continued to show strides during the 1993-94 year. Participation of the first time players at the Freshman/Sophomore classes shows promise for the upcoming years. The teams all finished in the middle to upper half of their divisions in the Mayflower League.

The Soccer Team had enough athletes to sponsor a JV Soccer Schedule on a limited basis. The Cross Country Team had a fine season losing 4 meets by one point. Despite losing 12 seniors from the previous year, the Girls Volleyball Team finished 7 & 10 in the league. The Football Team finished one game off 1st place in their division, while the Cheerleaders were 10-0.

The winter season saw the Boys and Girls Basketball Teams finish strong in their division. The boys team had such a large turnout of players that a freshman team was added. The Wrestling Team hosted the State Sectional Wrestling Tournament. Several wrestlers finished well enough to compete in the State Tournament. All teams were supported by the Cheerleaders.

Tri-County can be proud of the Spring Teams of Softball, Baseball, Track and Field. A young team of Cougars give promise to the future of Tri-County.

A new Fitness Center was opened to the students, family and staff. New Cardio Vascular Equipment was added along with after school aerobics.

STUDENT ACTIVITIES

This year Tri-County will be once again engaged in both the Hugh O'Brien Youth Foundation Leadership Seminar and the World Affairs Seminar for High School Students at University of Wisconsin-Whitewater. As in years past, we will also be participating in the Cultural Exchange Program.

The Vocational Industrial Clubs of America (VICA) is of continued interest to students with great success at the local, state and national competitions. This year at the national level, a bronze medal was won by Electronics' student Ed Neipris. In the area of fund-raising, VICA once again will be sponsoring numerous events, including a medieval dinner, Breakfast with Santa and Breakfast with the Easter Bunny.

The Distributive Education Clubs of America will be attending the North Atlantic Regional Conference. At this conference, students will have an opportunity to meet other students from the Northeast and participate in various seminars and workshops.

A new pilot program this year, entitled "Student of the Month" was implemented so that those students achieving significant academic success will be properly recognized. These awards were given monthly.

SUMMARY

As we move into 1995 and continue to provide for the educational needs of our students, we wish to thank the District residents for their support and cooperation. We intend to maintain in the future the high educational standards that has earned Tri-County that support in the past.

Janice Young, Chairperson
Ronald Janosko, Norfolk

NORFOLK HISTORICAL COMMISSION

The Historical Commission, during 1994, worked to complete our oral history book, Norfolk Stories-Recollections On Our Century. It is a collection of nineteen personal interviews with Norfolk residents with photos of each of them and some newly discovered photos of old Norfolk. The book will soon be ready for printing and we will be seeking funding for this at the June Town Meeting. We would like it to be a book everyone in Norfolk can be proud of.

At Old Tyme Day, we displayed old farm implements and sold copies of old postcards of Norfolk.

Emily Jacques drew the floor plans of the old Town Hall from her memory for our archive. We have also found a transcribed copy of a deed and an early description of the original building and its first minister from papers donated by Dorothy Cheever.

We met with the Town Hill Committee and agreed to forsake the old bandstand for a large and more accessible one for our future needs. Among our concerns are the crypt being saved as well as the pump and well on Town Hill.

Members of the grange, Dr. Young of the H. Olive Day School and the Historical Commission last summer discussed the possibility of a museum to be installed at the Grange Hall. We began an application for a grant for the project with the help of Carolyn Shepard.

We continue to review and catalog pictures and maps given to us this year. We have done two more historical house plaques. We hope for a fun-filled celebration of our 125th Town anniversary in the coming year.

Submitted by Historical Commission Members
Betsy Pyne, Thelma Ravinski,
Suzanne Burns, Emily Jacques, Bill Lang,
Toni Langlais, Marcia Johnston

EDUCATION, LIBRARY, ARTS

BOARD OF LIBRARY TRUSTEES

In 1910, the Trustees of the Norfolk Public Library, John Fales, Harvey Farrington, and Alfred Hall reported that use of the town library was at an all-time high. Given the increased use, the Trustees recommended that the Town create an addition to the Town Hall to house an expanded public library. Unfortunately, the town finances, which included \$425 for the school superintendent, \$175.11 for the public library, and \$733.61 for eradication of the gypsy moth could not accommodate this request. The Library Trustees persisted in their request in subsequent years, but the destruction of the Town Hall by fire in 1922 ended the hope that the town center could include space for the public library.

It would be another 75 years before the Library Trustees proposed a major addition to the old schoolhouse which had been moved to Town Hill to serve as the public library. This time financial constraints dictated the size of the building be calculated to serve the town's 1985 population of 6,300. Few people believed that the rapid growth of Norfolk would continue until the library was serving 8,200 people, including over 1,500 public school students. Per capita circulation now places the Norfolk Library in the top 5% of public libraries statewide. By 1994, demand has exceeded available space. The solution is further addition to the library, coordinated with the

changes to the town hall and the new town center. During 1994, the Trustees began planning for expansion of our library and plan a formal proposal during the next fiscal year. On the subject of additions, the 1994 Annual Town Meeting voted the sum of \$42,000 for alterations to the Jeanne D. Hill Meeting Room and the library's heating plant. The Trustees wish to thank the Permanent Building Committee, Robert P. Lowndes, Chair, who began meeting in the dog days of August so that this project could get underway. Wilson Raines, who designed the 1985 addition, produced another architecturally sensitive treatment.

We are pleased to have worked closely with the School Department during the year in our partnership benefiting the school children of our community. The opening of the H. Olive Day School not only creates new classroom space, but a wonderful new library resource as well.

The Trustees are proud of our staff, we greatly appreciate the help of the Friends group, and we are grateful for public support over the past year. As technology changes many aspects of our public library, many things stay the same. The most important constant at our library is the people helping their neighbors find information, education and enjoyment.

Board of Library Trustees

EDUCATION, LIBRARY, ARTS

DIRECTOR OF LIBRARIES

The Norfolk Public Library continues to be a center of activity. Over 124,150 books and other materials were borrowed during 1994. There were 2,884 new items added to the collection, bringing the total holdings to 41,156 items. Additions to the collection included a variety of books and reference materials, magazine subscriptions, video tapes, audio books and compact disks.

1994 saw several new programs and services added for a variety of library users. A special morning has been set aside each month for Norfolk's Senior Citizens to enjoy the library, and audio cassette recorders were purchased for patrons to borrow. The adult literacy program continues to expand under the leadership of Coordinator, Carolyn Shepard.

The library was the recipient of a state grant to provide a homework center for students in grades three through eight. The centerpiece of the grant is two CD-ROM workstations that contain a variety of multi-media reference materials. The center is open for 14 hours per week staffed by children's librarians and ten dedicated volunteers.

Children's librarians Sarina Bluhm and Mary Moody were popular with Norfolk's preschoolers. They held a variety of programs each week for children between the ages of two and five. In total, 238 sessions of programs were held with attendance for the year topping 2,800! Over 100 elementary school children got their "Ticket to Read" at the library's summer reading clubs. A total of 38 different programs were held. In addition, Mrs. Bluhm presided over "twilight tales" for preschoolers.

During 1994 the Friends of the Library planned many activities. Officers are: Amy Aha, President; Ann Czarnowski, Vice-President; Maureen Buck, Secretary; and Mary Jo Gothorpe, Treasurer. The Friends participated in Old Tyme Day and held several books sales. Proceeds from these activities were used to provide passes to the New England Aquarium, Boston Museum of Fine Arts and the Kennedy Library Museum. The Friends also provided funds to re-carpet the Jeanne D. Hill Meeting Room.

With support from the 1994 town meeting, renovations were undertaken in the Jeanne D. Hill Meeting Room to achieve compliance with the Americans with Disabilities Act. The restroom was made wheelchair accessible; a ramp was extended from the main entrance of the library to the new entrance to the meeting room; and a small storage closet was added. This renovation also included a new, and much needed, boiler and removal of the underground oil storage tank.

Highest commendations are in order to the Board of Trustees, Friends of the Library and the entire library staff for their commitment and support. These dedicated people work tirelessly to make the library a vital and integral part of the Town of Norfolk.

Respectfully submitted,
Robin A. Glasser,
Director of Libraries

PLANNING & DEVELOPMENT

PLANNING BOARD

Growth and development in 1994 continued at approximately the same rate as 1993. The Planning Board completed its review of the major development projects introduced in the previous year and approved four (4) residential subdivisions. Mill River Estates (modification), consisting of 10 housing lots; Maple Park Estates, consisting of 39 lots; Stop River Estates II Phase 4, consisting of 21 lots; and Eric Road Extension, with 12 lots were approved by the Board. Actual construction commenced in only Mill River Estates during the calendar year.

The Board had many pre-submission reviews on its agenda for other developments and issued four (4) site plan decisions. One decision approved an extension of a storage shed at the Norfolk Power property on Main Street, and the Dunkin' Donuts site plan was approved. Also, a redesign and relocation of the Emergency Room at Southwood Hospital was approved and the Library's reconstruction to allow access for the disabled, as required by the Americans With Disabilities Act, was reviewed and approved.

The Board also provided review services and recommendations regarding several exciting Town projects. The Board participated in the design discussions regarding the realignment of the "Main Street" layout, with its professional consultants, as well as in house experts, providing invaluable assistance in the way of engineering counsel and traffic design. The Board joined other Town Boards and Departments in the endeavor to redesign and engineer the planned refurbishing of the Town Center, within the financial means available to the Town. The final plan recommended by the Planning Board, is a design which will enhance our Town Center, for vehicular traffic and pedestrians. The new design also is appealing in that the construction and finished roadway will not impact businesses in the existing Center; the redesign is palatable to businesses in the area and promises to be attractive and welcoming to all townspeople.

The resources of the Regional Planning Services Offices, (RPSO), were fully utilized by the Board

this last year of our EOCD grant, and the RPSO's staff of professionals made many contributions to advance further implementation of the town's Master Plan. The RPSO implemented many technological advances in the Planning Office including the installation of computer hardware and software allowing the Town's planning and development Boards to map the Town's streets and infrastructure. Also, project analysis, such as subdivision plotting and estimating can be performed. An inter-office computer network was installed to facilitate communication.

The Board also remained involved in working with the developers and residents in modifying, completing, or at least advancing completion of several residential subdivisions. Kings Grant Estates and Pine Meadow Estates were reviewed and revisited, and the Board achieved satisfactory results.

The Board reviewed many pre-submission plans for commercial development, several of which remain active. One (1) commercial submission completed the review process and received Site Plan approval. The Dunkin' Donuts project on Main Street was approved and will be completed early in 1995. The Board was pleased to learn of ongoing interest in several commercial sites in town, and welcomed several prospective developers in pre-submission discussions regarding this underutilized town resource.

Several important appointments were made by the Board and in conjunction with the Board of Selectmen. The Board strove for activation of the Economic Development Committee to encourage exploration of commercial growth in Tyown. The Open Space Committee remains a pivotal committee in exploring expansion and preservation of this precious Town asset, and implementation of the Recreation Commission's Master Plan.

This year the Board introduced a new concept to share its planning, growth and development activities with the residents in hosting a

PLANNING & DEVELOPMENT

planned, engineered and orchestrated an informal, fall evening presentation, with lively participation by the RPSO and other town development and growth related boards and committees. The forum casually and generally acquainted the public with the Board's activities and responsibilities in these areas and highlighted current projects, plans and new development ideas. The forum was well received by the public and may become an annual Board project to provide information about growth within town.

The Board and RPSO culminated a busy year reviewing and editing the Board's revised Rules and Regulations and the preliminary draft of an approval procedures road map. This road map is a series of separate documents, in brochure-like format, designed to educate, inform and guide the seasoned developer and resident alike, with all development protocol. Again, RPSO has been invaluable in compiling the data and designing and presenting it in a clear and concise format. The Board hopes to publish this road map in early 1995.

The Planning Board is fortunate in that the composition of its members remains a source of continuity and consistency in policy and planning. Alex Vispoli served as Chairman of the Board this year, with Robert Nicodemus vice-chairing and Austen Smithers continuing in the office of Clerk. One new member, Elizabeth J. Maitland joined the Board in May. Daniel Winslow left the Board,

concluding his sixth year as a member and having served as its Chairman. We wish to acknowledge the many contributions made during his tenure, to the Board and to the town.

As in years past, the Planning Board wishes to thank the many boards, committees and commissions who cooperated, assisted and worked with us in planning for Town growth and development. The spirit of cooperation and mutual respect is particularly vital in this area of municipal government and we are grateful to work in this environment.

The Board remains indebted to Lois Boucher, the Planning Administrator, who has faithfully and tirelessly served this Board and the community again this year. Ms. Boucher's commitment and continuity support the Board in its day-to-day business and we rely upon her enormously in administering our work and decisions. We are most fortunate to have Ms. Boucher and we thank her for her invaluable counsel and assistance.

Respectfully submitted,
NORFOLK PLANNING BOARD

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PLANNING BOARD STATISTICS

	No. of Plans	No. of Lots
Definitive Subdivision Plans:		
Submitted and Approved in 1994	2	51
Filed, not yet approved	0	0
Definitive Subdivision Plans:		
Submitted in 1993		
Approved in 1994	1	21
Modified Definitive Plans	2	0
Preliminary Subdivision Plans:		
Approved in 1994	0	0
Filed, not yet approved	0	0
Non-Subdivision Plans Endorsed (81-P)	14	28
Lots Released in Subdivisions	3	
Site Plans Submitted in 1994	2	
Approved in 1994	2	
Site Plans Submitted in 1993	2	
Approved in 1994	2	

PLANNING & DEVELOPMENT

ZONING BOARD OF APPEALS

This seven member Board consisting of 5 Full Members and two Associate Members is appointed by the Board of Selectmen in accordance with Mass. General Laws, Chapter 40A.

This quasi-judicial board has the authority to hear and decide applications for Special Permits, Comprehensive Permits, and petitions for Variances in accordance with the specific criteria set forth under Mass. General Laws, Chapter 40A, and the Town of Norfolk Zoning Bylaws, and to hear Appeals from decisions of the Building Commissioner/Zoning Officer.

During the 1994 calendar year, the Board conducted 17 meetings, in which 13 cases were heard and decisions rendered. Five Special Permit applications resulted in all Special Permits being granted. Two Variance petitions resulted in one Variance being granted and one Variance being denied. Three Appeal petitions of the decision of the Building Commissioner resulted in one Appeal being granted and two Appeals being denied. The Board also heard and granted one Variance extension and one Special Permit extension.

The cases that come before the Board continue to be more complex and involved, requiring more time and effort from the Board to collect the necessary information and to critically evaluate the evidence in order to render fair and impartial decisions. The members are continually abreast of any revisions with regard to Chapter

40A and the Town's zoning bylaws. The members also keep abreast of zoning decisions from area towns and court decisions pertaining to zoning issues.

To facilitate communication, the members also serve as Board liaisons to the other Town boards, departments, committees and commissions.

A special thank you goes out to Susan H. Caplan, who regretfully submitted her resignation to the Board this past year. Susan was an extremely valuable member to this board as a result of her extensive background in municipal government and zoning issues. She will be missed. The Board welcomes two very qualified members: Lorraine Sweeney who was appointed a Full Member and Lisa Keating who was appointed an Associate Member. The Board wishes to express our sincere appreciation to all of the Town boards and departments for their cooperation and input to our many hearings, especially the Planning Board and the Conservation Commission.

Respectfully submitted,
ZONING BOARD OF APPEALS

PLANNING & DEVELOPMENT

PERMANENT BUILDING COMMITTEE

The Permanent Building Committee (PBC) had a busy year bringing the \$7.2 million construction of the new H. Olive Day School to conclusion, and in dealing with modifications to the Town Library.

While the H. Olive Day School opened as scheduled on January 10, 1994, the PBC spent considerable time throughout 1994 in managing completion of the punch list and in completing the purchase of equipment for the school. The PBC worked closely throughout the year with senior members of the Norfolk School administration, the project architects Architects, Inc., Northampton, the project general contractor Eastern Contractors, Inc., Framingham, and the relevant boards and inspectors of the Town, to ensure that all details of the School construction were completed to satisfy and meet specifications and code requirements.

During the year, the PBC engaged the services of architect Wilson Rains, Newton, Massachusetts, and the Fournier Construction Company, Quincy,

Massachusetts, to address modifications in the heating system for the Town Library and to facilitate compliance of the Library with the Americans with Disabilities Act. These modifications were substantially completed in the fall.

During the year, Marty Moeckel resigned from the Committee after many successful years on the Committee. Marty made many significant contributions to the work of the PBC over the years on important projects such as the new Library, the Police and Fire Station expansion, and the Day School project, for which all the PBC members are truly appreciative. Marty was replaced by Larry Cheevers. In addition, Rosemarie McQuillan, who served as the School Committee representative on the PBC for matters pertaining to the Day School project, resigned and was replaced by Linda Balfour.

Respectfully submitted,
Robert P. Lowndes, Chair
Winsor F. Bowden, Wayne G. Bredvik
Anthony M. Brizzolara, Lawrence Cheevers
Linda Balfour (School Committee rep)

ZONING BYLAW STUDY COMMITTEE

The Zoning Bylaw Study Committee was not fully appointed until August of 1994 and warrant zoning articles required submission by September 16, 1994.

The Committee has seven members consisting of appointed representatives by the Planning Board, Board of Selectmen (2), Board of Health, Zoning Board of Appeals and the Building Commissioner. The Committee's primary responsibility is to review and comment and/or technically modify proposed zoning articles and review and modify, as appropriate, existing zoning bylaws.

The Committee formulated an agenda proposing several zoning articles for the Fall 1994 Town Meeting to correct definitions and clarify existing regulations. The Committee did extensive research on Temporary Family Apartments (in-law apartments) and presented a zoning change with strict conditions of eligibility and enforcement. The Fall Town Meeting approved the routine zoning clarifications, but Indefinitely Postponed the Temporary Family Apartment zoning article citing a consideration for more public input and

consideration for changes to the proposed eligibility and enforcement conditions.

During 1993, the Committee reviewed new zoning bylaw submittals from other Boards and Commissions for technical conformity, clarity, intent, and enforceability. Much of the new zoning will be proposed through or by the Planning Board. The Committee anticipates zoning changes to the C-4 District and to the recently approved vacant/existing building change of use bylaw for the Fall 1995 Town Meeting. The Zoning Bylaw Study Committee with the Planning Board will review and seek public input on this high priority new zoning and on Temporary Family Apartment zoning.

Respectfully submitted,
ZONING BYLAW STUDY COMMITTEE

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) has worked to increase its legislative capacity in 1994, and this effort has resulted in substantial revenue to cities and towns. For example, the Council lobbied for the *Capital Outlay Bill*, signed into law in August, which included \$300 million in Chapter 90 funding to cities and towns for road and bridge repairs. The *Capital Outlay Bill* also included language which allotted \$10 million toward a state-funded revolving loan to homeowners for Title 5 repairs. MAPC was instrumental in creating this concept, and is currently working with the Department of Environmental Protection to formulate a mechanism to effectively allocate these funds. The Council was instrumental in organizing over thirty transportation-oriented groups to lobby for the passage of the *Transportation Bond Bill*, which will allot \$4.6 billion in bonds over two years for road, bridge, mass transit, and other transportation-related projects. The Council has also worked toward the passage of the *Open Space Bond Bill*, the *River Protection Bill*, and other critical initiatives.

Norfolk is a member of the SouthWest Advisory Planning Council (SWAP) subregion. The SWAP Committee was primarily established to foster cooperation between the participating communities, develop consensus and reasoned strategies to address the issues of transportation, water resources, housing and the environment. This year, the issue of transportation was primarily focused on through the Committee's input to the Central Transportation Planning Staff for the revised Regional Transportation Plan and discussion on the feasibility of a Milford

commuter rail extension. Towards the end of the year, the Committee began looking at the possibility of obtaining portable weight scales for the subregion in order to address the impacts overweight trucks are having on the local roadways. This project will continue into 1995. At the end of 1993, MAPC finished the SouthWest Water Supply Protection Plan. Much of 1994 was spent reviewing the recommendations made in the plan and taking the first steps for the implementation by getting towns to sign a Memorandum of Understanding. MAPC staff assisted communities with the programming of transportation projects into the Transportation Improvement Program. Project solicitation requests, TIP updates, and project status reports were provided to the community on a regular basis.

Norfolk is part of the Tri-Town project with the towns of Franklin and Wrentham. MAPC's GIS lab performed services for this group. The objective of this year's project was to create a tri-town parcel level base map and GIS database. Norfolk's parcel files were converted from AutoCAD format into ARC/INFO. These files along with roads, hydrography, wetlands, flood plains and zoning were edited, cleaned and enhanced. Norfolk files were edgematched to Franklin and Wrentham. Maps have been provided and all files were transferred into MapInfo format to be used by all three towns.

Austen G. Smithers
MAPC Representative

PLANNING & DEVELOPMENT

POLICE STATION TOWN HALL STEERING COMMITTEE

The Police Station Town Hall (PSTH) Steering Committee has been working diligently since August of 1993 towards the ultimate goal of constructing a new Police Station/Town Hall on a piece of land that may be given to us from the Musto property in the town center.

We had soil testing and borings completed on the Musto site in the spring of 1994. We interviewed six architectural firms in March of 1994 and selected the firm of Kuhn-Riddle Architects from Amherst, Massachusetts in April of 1994. The parcel of land was surveyed by the County Engineers and will be tied in to the final roadway design which was selected by the Town of Norfolk for the new town center during 1994.

The committee continued to prepare a written contract between the Architect and the Town of Norfolk during the final months of 1994 once the roadway design and drainage solution appeared to be settled. The committee is preparing to sign such an agreement with the architect in early 1995 when this document is completed and approved by all governmental entities. We are told there is a deadline of June 30, 1995 to show significant progress in using the Chapter 799 funding that was given to us in May of 1989 as a result of prison expansion. The committee is working very hard toward that goal and the ultimate goal of building a much needed Town Hall/Police Station.

The PSTH Committee continues to meet on Thursday nights at 7:30 p.m. at the Police Station Conference Room. The meetings are open to all residents and concerned citizens at which time you may be updated on the project or have an opportunity to offer input.

The PSTH Steering Committee and the Town of Norfolk accepted the resignation of Susan H. Caplan from the committee during the summer of 1994 so that she could devote more time to raising her family and pursue career and business interests. The PSTH Committee wishes to thank Susan for her leadership and hard work during the eighteen months she acted as Chairman of the Police Station/Town Hall Site Selection Committee and the Police Station/Town Hall Steering Committee. It is due to the efforts of volunteers like Susan that the Town of Norfolk is a wonderful place to live.

The Committee is presently made up of the following volunteers, Charles H. Stone, Jr., Chairman, James Martin III, Arlen Li, Karen Greene, James Neubert and Donald Payne.

Submitted by
Charles H. Stone, Jr.
Police Station/Town Hall Steering Committee

RECREATION COMMISSION

The year 1994 kept all of us on our toes. It brought changes and a very hectic schedule to the Commission and Department. The Town reelected Debby DeBello to another three year term as a Recreation Commission member. We were disappointed to receive Mike Hurley's resignation from the Board, but we were delighted with the appointment of Geno Orsogna to fill that vacancy.

The May Town Meeting approved two major considerations for the Recreation Commission and the Department. One was the line item addition of a part-time assistant for the Department. The other was approval of \$25,000 for the express purpose of hiring an Architect and Landscape design engineering firm to help with a Master Plan for the newly deeded DOC land on Pond Street. An RFP was developed and we had numerous requests for the information. The

Board received twelve outstanding proposals from experienced firms; the Board spent a great deal of time reviewing the information in each and with difficulty, we narrowed our choices to five firms, conducted interviews and selected the firm of Moreice and Gary from Boxboro, MA. After much deliberation, we felt this company would best suit the Town of Norfolk in the design of the DOC land.

During the year, lack of office space was still a primary issue. The Commission members felt it was imperative, that for the Department to continue to grow, we move the office of the Recreation Director out of her home. With the school administration's blessing, we sectioned off a portion of our "program" room at the Freeman/Centennial School and this is, for the time being, the new home of the Recreation Department.

PLANNING & DEVELOPMENT

The last months of 1994 showed us the greatest change. Our first ever and long time Recreation Director, Ms. Laurie Schuder, resigned from her position. Although the Recreation Commission members understood this decision, they reluctantly accepted the action. The end of

1994 found the Board members interviewing applicants for the Executive Director of the Recreation Department.

We look forward to a continued growing trend in 1995 for the Recreation Department.

NORFOLK RECREATION COMMISSION

TOWN HILL STUDY COMMITTEE

NORFOLK TOWN COMMON. . . HISTORY IN THE MAKING!

Picture Norfolk's new bandstand. . . an architecturally beautiful structure, nestled into a rolling landscape, shared with the library, the Tramp House and the Veteran's War Memorials.

. . . see the town's history in the engraved bricks which will make up the Commemorative Walkway surrounding the bandstand. . . all of this graced with beautifully landscaped flower beds, walkways, shrubs and trees.

...see townspeople young and old enjoying the accessibility of the Town Common as they attend community concerts, or just take a quiet stroll through the park-like setting.

In May of 1994, the Town Hill Committee presented to Town Meeting attendees detailed plans for the resculpting of Town Hill and the creation of a new Town Common. A sum of \$25,000 was appropriated to begin the work of making the vision described above a reality.

At the request of Norfolk's Board of Selectmen, the Committee has taken on the task of bringing this piece of town property into compliance with American Disabilities Act regulations and making the area accessible to all residents. We are committed to using materials which have a lasting quality and to insuring proper maintenance of the bandstand, walkways, lawns and plantings. We want Norfolk to be proud of this jewel in its town center beyond all our lifetimes.

The Committee spent a great deal of time and energy visiting other town commons and making visits to potential suppliers for this project, to personally check out craftsmanship. The Committee has been meeting weekly, and has come up with a number of recommendations, incorporating input from the many town boards and community groups we have discussed the project with. We are planning to go out to bid in early 1995 on many of the components of the new Norfolk Town Common.

As we have been planning the new Town Common, we have given a great deal of attention to insuring long term maintenance of the

Common. As with any park-like area which receives regular usage - an activity we encourage - provisions must be made for the ongoing care of the lawn, trees and shrubs. There is a large amount of water in this area of Norfolk, so we propose to dig a well on the property and to install an underground watering system. This would realize savings for the town in several ways. The Town Common would not need to use precious town well water, and money would also be saved by eliminating the need for costly labor to water the new grass, shrubs and trees while they are getting established. In addition, we heartily support the proposed creation of a parks division for Norfolk, as a subdivision of one of the town's existing departments. This division would be responsible for the maintenance of the Town Common's structures, walkways, lawns, shrubs and garden areas. We also strongly encourage our Tree Warden to budget time and money to insure that the new trees are properly maintained and pruned.

On November 9, 1994, the first step was taken in the resculpting of Town Hill into the new Norfolk Town Common. All the trees that were above the grade level planned for the new Town Common were taken down. Thanks to the caliber of the committee members and consultants working on the project, the proposed new trees will be a wonderful enhancement to the town center. A mini-arboretum is envisioned for the new Town Common. Because of the

PLANNING & DEVELOPMENT

expense involved, this vision will be in the making for several years to come. We welcome donations to this effort, and would be happy to dedicate and label a tree in accordance with the donor's request.

Removal of the old bandstand is scheduled for March of 1995, as is rough grading of the property. The hill will be taken down close to the level of the stone walls on two sides, and level with the library parking lot on the remaining side. Final grading, in May or June, will create a rolling landscape with an amphitheater effect for the new, centrally-located bandstand. Requests for bids and quotes will go out in March of April of this year, and final figures will be available at the Spring 1995 Town Meeting.

Norfolk Garden Club has graciously offered to sponsor the Commemorative Walkway Fund

Raising Project. This commemorative walkway, which will surround the new bandstand, will give everyone the opportunity to commemorate their participation in this project by buying a brick with their name or a message inscribed in it. We will also be looking for private donations to fund the purchase of benches for the Town Common. We welcome all the civic organizations, businesses and individuals in town to participate in this project by financially sponsoring a portion of this historical effort to create a traditional New England Town Common in Norfolk.

Respectfully submitted,
NORFOLK TOWN HILL COMMITTEE
Nancy Seitz, Chairman, Elaine Bauer,
Donna Shaw, Monica Brisselli, Suzanne Burns,
Pat Michel, Thelma Ravinski, Jan Conklin,
Lowell Robinson, Consultant,
Fran Holman, Consultant,
Michelle Tapsell, Consultant

OPEN SPACE PLANNING COMMITTEE

The Open Space Planning Subcommittee of the Board of Selectmen and Planning Board met regularly in working sessions throughout the year to gather information and prepare the Open Space and Recreation Plan. Committee members were reappointed for a second one year term to complete the plan. In September a new member was appointed, Cassandra Goldwater, who brings professional environmental writing and editorial skills to the Committee at a critical time. Unfortunately, David Martin resigned in November due to other time commitments. We all were glad to have the opportunity to get to know David Martin and are encouraged that his commitment to land conservation remains strong. A survey was sent to all Norfolk postal patrons in February to solicit public opinion on open space and recreation issues.

Thanks to the nearly 10% response rate and Beth Kanter's volunteer efforts, we were able to display the results in striking computer graphics. In keeping with our goal of preparing a professional plan at limited cost to the town, we received a computer map of all open space parcels in town from the Massachusetts Executive Office on Environmental Affairs Mass G.I.S. Office. In exchange for gathering the information to include in the state's database, we received a map that is compatible with the ongoing mapping efforts of the Planning Board. In June, the Committee presented the draft goals and objectives at a joint meeting with the

Planning Board that was well attended by other town boards, committees and interested citizens. At the October town planning forum hosted by the Planning Board, the Committee's presentation on how the town would look if the open space objectives described in the draft Open Space Plan were fully implemented was well received by those in attendance. The Committee seized an opportunity to implement an important objective of the draft plan by successfully requesting funding from the Massachusetts Riverways Program to develop a citizens guide to all publicly accessible open lands in town. The guide was completed by the end of the year and we will identify local sponsors to cover the printing costs in the hopes that the brochure can be given out free of charge to all local residents. Throughout the year, the Committee worked with other town boards to provide an open space planning perspective or support for the following activities: the transfer and management of the Kunde Conservation Forest behind the Olive Day School on Main Street to the Conservation Commission; the School Committee's successful CESAME grant application; and various proposed developments presented to the Conservation Commission or Board of Selectmen. The Committee submitted reports detailing our activities at both the Spring and Fall Town Meetings.

Submitted by Open Space Planning Committee

BOARD OF HEALTH

In addition to the numerous variance hearings, the Norfolk Board of Health was busy with several new topics this year. In March the board responded to a "mystery" illness of students at the new H. Olive Day elementary school. Assisting other town boards, the school was closed until the problem was fully understood. After an extensive evaluation and prolonged carbon monoxide testing, it was concluded that the illness was due to a freak failure of the heating burner combined with a windy day which caused a down draft of smoke into the ventilation ducts and into the school.

The burden of protecting the public against tobacco was left to the local boards of health. The Norfolk Board of Health, with a six town tobacco grant of \$90,000.00 and the appointment of Jim Morrissey as Tobacco Control Director and Harold Curran as the local educational person, moved forward in addressing this controversial health hazard. This Board of Health appointed member Lau Magner as the town's representative to this regional group. During the next few months, under the leadership of Lau Magner, draft regulations were discussed, and a Norfolk public hearing was held in May.

At the November 15th Town Meeting, a proposed town tobacco regulation was defeated after the Selectmen and Advisory

Board urged the Board of Health to adopt a health regulation without passing a town regulation. With further input at a December Board of Health meeting, a modified regulation targeting under age smoking and second-hand smoke, a local Board of Health regulation was passed. The Board will try to work with the businesses affected by this regulation to determine if any changes are needed in the future.

The proposed Dunkin' Donuts on Main Street has been worked on by the Board of Health, but the fact that the land is "filled" land makes it more difficult for the builder to obtain the necessary approvals.

The rabies epidemic from raccoons has continued and nearly all mammals should be vaccinated. This is especially true of cats and dogs.

Mark Oram replaced Pamela Ross-Kung as the Sanitarian since Ms. Ross-Kung took a full time appointment.

The new State Title 5 (which address septic systems) will be in effect in March. Changes will better protect the people. The new Title 5, among other things, requires the septic system to be inspected at the time of a home sale. If the septic system does not meet the new laws, it will be required (in most cases) to be fixed.

The following permits and licenses were issued by the Board of Health in 1994:

Percolation Testing	53
New and Revised Septic System Permits.....	105
Form 1.0 Applications(Review for Home Improvement).....	104
Repair of Septic System Permits.....	11
Site-plan Review Plans.....	3
Disposal Works Installers Permits.....	44
Septic Removal Permits.....	22
Well Permits.....	12
Sub-division review.....	3
Water Quality and Quantity review for property transfers....	29
Food Establishment Permits.....	27
Milk and Cream Licenses.....	23
Refuse Hauler Permits.....	13
Variance Hearings (Title 5 and local).....	<u>7</u>
	456

Laurence M. Magner, Chairman
 Dr. Albert G. Andersen, Clerk
 Dr. Thomas R. Gilbert, Member

HUMAN RESOURCES

NORFOLK MENTAL HEALTH ASSOCIATION, INC.

886 Washington Street
Norwood, MA 02062

The Norfolk Mental Health Association is a private non-profit corporation governed by a citizen Board of Directors who represent each of the twelve towns in its service area: Canton, Dedham, Foxboro, Medfield, Millis, Norfolk, Norwood, Plainville, Sharon, Walpole, Westwood and Wrentham.

The major programs of the Norfolk Mental Health Association available to Norfolk residents are:

CUTLER CENTER has a fully licensed staff of social workers, psychologists and psychiatrists bringing together a rich variety of skills and experience to provide a wide range of services to children, adolescents, and adults of all ages. In order to be most responsive to individual needs and community concerns, Cutler Center is organized into specialized programs offering services in the following areas: Intake & Emergency; Family and Children; Alcohol and Substance Abuse; Chronic Care; Psychiatry; Adult; Senior Care; Psychological Testing; Assertiveness Training; Separation and Divorce; Families of Substance Abusers; Court Supported Programs, such as Domestic Violence, Supervised Visitation and Mediation Services. The Alcohol and Substance Abuse Program provides a most comprehensive approach to the treatment of substance abuse. Each program offers specialized groups and services, such as the Parent-Toddler Program, an educational and supportive experience for parents and their children from birth to age 3; and the Gym Program, a unique blend of counseling and physical activity for children between the ages of 5 and 15.

Other programs include HIRE ENTERPRISES, a sheltered vocational rehabilitation facility for people with emotional, developmental or physical handicaps. Programs include diagnostic evaluations, electronic skill training, work adjustment training and counseling, sheltered, long-term employment, and

transitional employment and job placement; Enhance Program, a pre-school program designed to meet the needs of children ages 3-4. The hands on learning environment will stimulate and enhance the child's physical, social, intellectual and emotional growth; New Beginnings, an educational/support program for parents and their children, birth to one year; Positive Parenting, a program which helps parents develop positive attitudes and skills; Community Education Programs: The staff of Cutler Center is available to provide talks, workshops and consultation on a wide variety of mental health related topics. These services are available to community agencies, civic organizations, business and industry, schools and the court system. In addition, community education programs on such topics as stress management, assertiveness training and clinical issues are held periodically throughout the year. Also, the Cutler Center has a contract with the Dedham House of Corrections to provide mental health and substance abuse services to the inmates at the prison facility.

Cutler Center currently has offices in Norwood and Wrentham with the Wrentham Office providing the full range of services offered by the Norwood Office.

During Fiscal Year 1994, Cutler Center provided direct services to approximately 87 people from Norfolk. The direct value of these services was \$59,604 of which the Town of Norfolk allocated \$3,500.

In the past year, people from Norfolk who came to us for assistance were often referred by friends, neighbors, family, clergy, school, physicians, or community agencies. The most common requests for help concerned such problems as depression and anxiety, difficulties in marriage or family relations, school or behavior-related problems, and acute or chronic mental illness.

Thomas F. Doherty, Ph.D., Executive Director
Henry Goodhue, Director of Finance

WALPOLE AREA VISITING NURSE ASSOCIATION, INC.

The Walpole Area VNA has had a moderate 12% visit growth during the calendar year 1994, achieving approximately 72,000 visits. The agency is in excellent fiscal shape. Costs have remained among the lowest in the state. The Walpole Area VNA continues to have excellent availability of staff. WAVNA has been able to recruit therapy staff to meet patient needs at a time when many hospitals or other VNAs are forced to establish waiting lists for patients requiring therapy. Also, there is no waiting list for home health aide services.

Supervisors and staff continue to take pride in their ability to be responsive to customer needs. As a result, requests from outlying communities to provide services are on the increase.

The quality of service provided is reflected in customer satisfaction surveys that indicate 99% of patients rate their care as excellent. The skill, compassion, and responsiveness to patient needs resulted in accreditation for the agency by the National League of Nursing's Community Health Accreditation Program following their surprise site survey in October.

The office, located at 55 West Street has two office treatment rooms, a pleasant waiting area, and a large and comfortable classroom. The classroom is an excellent area for the childbirth education classes, other classes and educational programs. There is ample parking with two spaces reserved specifically for our office patients. The building, itself, is handicap accessible.

In addition to established services, WAVNA increased its offerings of childbirth education classes, breastfeeding classes, prenatal and postnatal exercise classes, and cholesterol screenings. The Infant/Toddler Safety Class and CPR certification has been very popular, especially with new parents. The new Breastfeeding Hotline has been very successful in response to new moms and early maternity discharges. Office hours are held daily, Monday through Friday.

The Mental Health Program has continued to expand. This program offers psychiatric nursing care to clients with mental health

problems who are having difficulty coping and are unable to access existing services. All ages of the population are served. Working under the plan of care provided by the referring physician or psychiatrist, the VNA psychiatric nurse establishes a care plan based on patient mental and physical health needs, participates in the VNA interdisciplinary team to provide total patient care, promotes mental health education and the prevention of mental illness, and communicates regularly with the physician regarding patient condition and progress.

WAVNA continues to provide programs in health promotion to all age groups in addition to traditional home health services. The four major components of the Health Promotion Program are:

1. Health Maintenance for the Elderly - Promotion of good health and maximum functioning for all residents over 60 years of age. Elderly residents who are homebound and have multiple chronic illnesses or conditions but do not qualify for skilled care in the Home Health Program are seen on a periodic basis by a nurse at home. The goal of this program is to assess changes in physical condition, prevent complications and prevent unnecessary hospitalizations. Ambulatory residents are seen at the office for physical assessment and health counseling or at the senior citizen clinics held on the fourth Friday of every month at the Dover Town House.

2. Maternal/Child Health - Promotion of the health and stability of the family during the periods of reproductive maturation, pregnancy, childbirth, the postpartum period and the child rearing years. Services are provided by a maternal/child health nurse specialist through home visits. Infant car seats are also available for rental.

3. Communicable Disease - Prevention and control of communicable disease through casefinding and education and provision of follow-up care consistent with public health practice. In addition to following up on reportable diseases through home visits or telephone consultations, the VNA provides vaccinations and various tests during office hours.

HUMAN RESOURCES

4. Public Health - Promotion of good health awareness for the prevention of serious illness. Periodic cholesterol, hypertension, and diabetes screenings are held, in addition to regular testing during office visits. The annual flu clinic was held in October.

The Town of Norfolk Public Health statistics for 1994 are as follows:

SERVICE	VISITS	VISITS
	1993	1994
Home Visits/Health Maintenance	99	105
Maternal/Child Health Visits	34	47
Office Visits	7	14
Communicable Disease Follow-Up	8	5
Senior Citizen Clinics	193	188
Flu Clinic	147	138

COUNCIL ON AGING

The Council consists of eleven members. They are appointed by the Board of Selectmen and an undesignated number of associates are appointed by the Council on Aging. The overall mission of the Council is to provide assistance and programs for our 750 plus senior citizens over 60 years of age.

Our Tax Relief Program was honored with receiving the first annual R.O.S.E. Award (Resources Organized to Service Elders) for innovative programming sponsored by the Executive Office of Elder Affairs as a tribute to the outstanding service the Council provides for the Commonwealth's elders.

The Council received two grants this year from the Executive Office of Elder Affairs. One used to send members of our Council to the Annual Convention and mileage for the Outreach Program. The second grant was a consortium with Millis to provide a shared program director.

Programs and services provided by the Council are: health screenings, legal assistance, tax assistance, outreach program, referral to other agencies, general information, caregiver support, food shopping assistance, fitness programs, intergenerational programs, transportation, congregational meals, meals on wheels, newsletter, recreation and social events. Services are also provided to non senior citizens of Norfolk such as commodity

distribution, fuel assistance and general information.

A new and successful program instituted this year is a computer course at the King Philip High School. Workbooks and supplies were paid for with the crafts and handmade items made by our seniors at the center.

The SEEN Program (Seniors Encouraging Education in Norfolk) is now implemented by Council members Nancy Seitz and Carolyn Shepard.

We regret the loss of Mel Long, the retired Chairman of the Council and Richard Prantis, a long time advocate of our seniors.

The Council would like to thank King Philip North Student Council, NOVA, Federated Church Missions, Walpole Visiting Nurse, Dr. Gushard, Millis for transporting handicapped Norfolk seniors and all the Departments of the Town for their continued support. All our volunteers, young and golden, are our backbone. 7,514 hours were volunteered last year and at a minimum wage, they saved the Town \$37,194.

The Council on Aging meets on the third Monday of each month at the Norfolk Library at 9:30 a.m. All are welcome to attend.

Submitted by
COUNCIL ON AGING

NORFOLK COUNTY ADVISORY BOARD

The Town of Norfolk has one seat on the 28-town Norfolk County Advisory Board (appropriating authority similar to combination of town finance committee and town meeting), with a 1.16 weighted vote (based upon share of equalized valuation). Advisory Board members are either a selectman (by general law) or town resident appointed by selectmen (by special act). Selectmen appointed Jonathan Smith to represent Norfolk during 1994.

The County Advisory Board meets monthly during the annual budget review and otherwise quarterly for consideration of budgetary transfers or supplements. County appropriations are made subject to such regular reviews, in order to make timely budgetary adjustments and reduce the likelihood of crises. In calendar 1994, the Norfolk County Advisory Board met six times during annual review and twice in later quarterly meetings.

MARCH 94 meeting (at Respiratory Hospital in Braintree) voted 94 appropriation transfers; preliminary 95 review estimates; and heard a briefing on hospital finances. APRIL 94 meeting (at Agricultural School in Walpole) voted 94 appropriation transfers; and held hearings on 95 requests by Registry of Deeds, County Court

Buildings and County Corrections. MAY 94 meeting (Agricultural School) voted a year-end 94 Supplementary Appropriation; and held hearings on 95 requests by Wollaston Recreational Facility, Engineering Department and Agricultural High School. JUNE 1 meeting (Agricultural School) of Budget Committee held hearing on remaining 95 budget requests and voted recommendations to full Advisory Board. JUNE 8 meeting (Agricultural School) of full Advisory Board voted annual 95 Appropriation; approved Hospital's annual financial plan; and elected new officers for Fisc 95. JUNE 29 special meeting (at New Jail Facility on Route 128 Dedham) voted year-end transfers for Corrections Department.

SEPTEMBER 94 quarterly meeting (Agricultural School) voted revenue adjustments for and transfers within the 95 Appropriation, including Capital Improvement Fund for Agricultural School. DECEMBER 94 quarterly meeting (Respiratory Hospital) voted additional revenue adjustments and supplementary spending authority in Fisc 95 County Appropriation; appointed three outside trustees to Massachusetts Respiratory Hospital for six-year terms; heard joint briefing with hospital trustees on future of the respiratory hospital.

Submitted by Norfolk County Advisory Board

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

The operational Project Program integrates all proven technologies into a system of mosquito control that is rational, safe, effective and economically feasible.

All mosquito eggs need water to hatch and to sustain larval growth.

Source Reduction Work: Our primary efforts are concentrated on the drainage of shallow, standing, stagnant water, and the maintenance of existing flow systems which contribute to mosquito breeding sources.

Larviciding: Treatment of mosquito larvae during aquatic development is the next most effective control effort.

Larvicide by backpack/briquets/
mistblowers 151 acres

Adulticiding: The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying, or threatening to residents.

Adulticide fogging from trucks
3,380 acres

HUMAN RESOURCES

Surveys, inspections, and monitoring in support of our program include locating and mapping breeding areas, larval and adult collections, and field work evaluations leading to better drainage.

The Project received 101 calls from residents for information and assistance.

Respectfully submitted Norfolk County
Mosquito Control Project

SELF HELP INCORPORATED

Self Help, Inc., is greater Brockton's and Attleboro's anti-poverty agency dedicated to improving the quality of life of limited income individuals and families, and making all segments of the community responsive to the needs of the limited income, disadvantaged and minority populations.

During the program year ending September 30, 1994, Self Help received a total funding of approximately \$9.6M and provided direct services to 43,436 limited income households in the area.

In the town of NORFOLK, 44 households received direct services totaling \$16,953 during the program year 1994.

The total funding of \$9,634,409 does not tell the real value of human services delivered to the area as a whole. Self Help's funding enabled us to mobilize an additional \$2,388,738 of other community resources such as, contributions from the towns, volunteers, donation of space, and private donations. The gross value of SHI during the past program year was \$12,283,371.

Self Help currently employs 225 individuals, many of whom are of limited income and minorities.

We feel that October 1, 1993 through September 30, 1994 was a successful program year for us because we were able to assist as many limited income individuals as we did, despite the uncertainties and decreases in fundings we experienced. We thank the Board of Selectmen and the many volunteers for helping to make our year a success.

Respectfully submitted,
Ulysses G. Shelton, Jr.
Executive Director

HOUSING AUTHORITY

The Norfolk Housing Authority, realizing the need for additional Family Housing Units, spent a good part of 1994 pursuing avenues of obtaining land for this purpose. We investigated loans through Farmers' Home but found that in order to qualify we must have donated land or land owned by the Town of Norfolk to make us eligible. We are now pursuing having private owners in town make such donations which would decrease their tax burden.

We continue to have both of our projects - Hillcrest Village which is for elderly and handicapped and Pine Knoll which is for families filled to capacity with waiting lists for both. Average rent at Hillcrest is \$233 per month and the average age is 71; at Pine Knoll the average rent on 20 units is \$294.

The only plans we have in the near future is additional parking at Hillcrest Village and the possible construction of a pathway through the woods from Hillcrest to the Post Office.

As always, we welcome the chance to inform anyone interested of the various housing possibilities for low income people residing or working in Norfolk.

Submitted by Housing Authority

NATURAL RESOURCES

WATER DEPARTMENT

WATER SERVICE INFORMATION

	1993	1994
Miles of water main in service	50.23	50.44
Total water services	1465	1535
Number of services per mile of water main	29.16	30.43
Total gallons pumped	154,046,500	151,141,100
Total gallons purchased	423,900	600,300
Average gallons pumped per day	422,045	414,085
Average annual gallons used per service	105,550	98,854
Average gallons used per service per day	288	271
Total Water Bill Revenue	\$539,925.63	\$545,947.73

In 1994, the total gallons pumped were almost the same as in 1993 although there was a 5% increase in the total water services which shows a conservation effort by the customers. In response to our present and future needs the Water Department continues to explore for new well sites to meet the needs of its current and future customer base.

In line with our Master Plan projections, the department has conducted testing at the proposed future well site known as the Mill River Site. The pump test was completed in September 1994 and we will be submitting the results to the Massachusetts Department of Environmental Protection (DEP) for their approval.

During September and October of 1994, the Water Department in conjunction with the Pondville Water Association, Massachusetts Department of Environmental Protection and Massachusetts Department of Public Utilities completed a new agreement to buy Duck Farm Springs Water Company. With the Fall Town Meeting approval for funding the Water Department will proceed with the necessary contract design and construction documents. The actual construction is scheduled for early spring to replace the existing water main with

new water main to this area of town.

The Board of Water Commissioners is dedicated to the delivery of potable water in sufficient quantity and quality to meet the needs of our residents now and into the future.

The Commissioners wish to thank the staff of the department, headed by Superintendent James A. Martin III, Administrative Assistant Marilyn A. Ghioni, Maintenance Operator Richard A. Watson, Collector Gail E. Bernardo and Part-time Maintenance Markene Burton, who oversee the daily operations of the department. These employees are dedicated and tireless in the efforts to ensure the smooth overall operation of the Norfolk Water Department.

Submitted by
Board of Water Commissioners

CONSERVATION COMMISSION

The Conservation Commission consists of a seven member board, appointed by the Board of Selectmen. The primary responsibility of the Commission is to protect the Town's wetland resources through the administration of the Wetlands Protection Act and the Town of Norfolk Wetlands Protection Bylaw. These resources include not only swamps, but other wetland areas, bodies of water, and floodplain. The Commission also seeks to acquire land to be maintained as open space, and to plan for the protection and use of the Town's natural resources.

Pressure to build on land adjacent to wetlands has increased steadily in recent years, resulting in a dramatic increase in the responsibilities of the Commission. During the 1994 year, the Conservation Commission held 17 public hearings for applications of Notices of Intent and Requests for Determinations of Applicability. The projects associated with these notices ranged from a single home construction to the drainage project affiliated with the Norfolk Town Center Reconstruction Project. The latter involved a lengthy hearing process, culminating in a joint public hearing between the Conservation Commission and the Zoning Board of Appeals and the ultimate approval of a drainage plan. In general, the public hearing process occurs at the Commission's regular monthly meetings and at site inspections. The Commission considers input from the applicant, interested abutters, and other Town boards and officials. Following the public hearing, if the project meets the performance standards of the Wetlands Protection Act, and the Norfolk Wetland Protection Bylaw, the Commission issues an Order of Conditions.

During 1994, the Commission issued 14 Orders of Conditions.

The Commission was pleased to add the Kunde Conservation Forest to the lands under its management. The approximate 15 acre parcel, located behind the H. Olive Day School on Main Street, was formally conveyed to the Commission at the spring Town Meeting. Subsequently, members of the Commission met with teachers at the Day School to initiate the process of establishing "living classrooms" on the site. In conjunction with the Open Space Planning Committee, brush was cleared for the first "classroom", which abuts a small pond. The Commission anticipates completing additional educational areas before the end of the 1994-1995 school year. Overall, the Commission manages 170 acres of land in the Town, including the Harold Campbell Forest, Town Pond, City Mills Pond, and an access to the Charles River.

The Conservation Commission receives valuable input from other Town boards and officials, both at the review level of a project, and when the project is underway. We wish to thank these boards and committees for their assistance, especially the Planning Board, the Building Department, the Board of Health, the Water Department and the Zoning Board of Appeals.

Respectfully submitted,
Cynthia C. Andrade, Chair

BOARD OF ASSESSORS

1994 was a very busy year for the Board of Assessors, as it was a recertification year. The triennial certification is state mandated and provides an accurate picture of value within the community. Sales data from the preceding year is analyzed, neighborhoods are reviewed and then the Board of Assessors, the office staff and MMC, the Assessors' appraisal company, formulate new values as indicated by the analysis. The State reviewed the data and certified the new values by November, 1994.

The Board of Assessors is grateful to the Assistant Assessor, the office staff and the support staff of MMC for such a monumental task completed in such a timely manner.

Ms. Deborah Robbins, Assistant Assessor since 1992, was reappointed in December for another yearly term. Ms. Robbins is a tireless dedicated asset to the office, the community and to the Mass. Association of which she is an education committee member. The Board of Assessors are proud to acknowledge that

Ms. Robbins completed the required courses to obtain her Massachusetts Assessors Accreditation this year. The Board appreciates her professionalism and expertise.

The Board of Assessors welcomes Mr. Arthur H. Marshall, who was appointed Data Collector in July. The Board also wishes to extend its appreciation to the office staff: Joan Dooley, Senior Clerk and Kathy Mullineaux, Senior Clerk. Our Board depends on these people for their knowledge and abilities throughout the year. We thank them for their dedicated service to the public. As we begin another year, the Board of Assessors and its staff are preparing to computerize the office. We look forward to the challenge. The Board and its staff will continue to serve the community in a professional manner.

Submitted by Board of Assessors

For the year ending December 31, 1994

TOTAL AMOUNTS TO BE RAISED:

Total appropriations to be raised by taxation	\$14,976,284.81
Total appropriations to be taken from available funds	1,302,261.13
Total educational offsets	15,087.00

Fiscal 1995

County Assessments:

County Tax	\$40,412.00	40,412.00
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State Assessments:

Motor Vehicle Excise Bills	1,087.00	
Mass Bay Transportation	209,944.00	
Air Pollution Control Dist.	1,849.00	
Met Area Planning Council	1,970.00	
Mosquito Control Project	10,964.00	
		225,814.00
Overlay of Current Year		100,000.00

Total Amount to be raised	\$14,976,284.81
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Estimated Receipts and other Revenue Sources:

1995 Fiscal Year Receipts as certified on Cherry Sheet	1,792,595.00
Motor Vehicle & Trailer Ext.	600,000.00
Licenses & Permits	141,000.00
Fines & Forfeits	35,000.00
Penalties & Interest on taxes & excise	40,000.00
Charges for services-water	-0-
Other Charges for Services	-0-
Charges for Services- Trash Disposal	145,000.00
Fees	24,000.00
Rentals	-0-
Other Departmental Revenue	46,000.00
Investment Income	80,000.00
In Lieu of Tax Payments	7,500.00
Refunds & Reimbursements	-0-

Total	2,911,095.00
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Amount to be taken from available funds for particular purposes and to reduce the Tax Rate	1,898,084.66
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Total Estimated Receipts and Available Funds	5,776,210.73
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Net amount to be raised by Taxation on Property	9,200,074.08
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TOTAL RECEIPTS FROM ALL SOURCES	14,976,284.81
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Total Valuation:

Real Estate	\$542,210,900.00
Personal Property	9,021,819.00
Total	\$551,232,719.00

Fiscal Year 1995 Tax Rate per Thousand:
Total: 16.69

TOWN OF NORFOLK
TREASURER'S REPORT

TRUST, INVESTMENT AND SPECIAL REVENUE FUNDS

FOR THE YEAR ENDING JUNE 30, 1994

<u>NAME OF FUND</u>	<u>BALANCE</u>	<u>INVESTMENT</u>	<u>TRANSFERS</u>	<u>BALANCE</u>
	<u>7-1-93</u>	<u>INCOME</u>	<u>IN (OUT)</u>	<u>6-30-94</u>
	<u>ADDITIONS</u>		<u>WITHDRAWALS</u>	
Josiah Ware Fund	7,327.14	232.87		7,560.01
Maria Mann	10,239.40	325.41		10,564.81
Helen A. Ward (Interest credited directly to Library Account)	540.91			540.91
Norfolk Trustee Library Fund	3,381.19	107.45		3,488.64
Planning Board Security Deposit Fund	221.89	7.06		228.95
Stabilization Fund	226,624.54	3,519.85	(266,792.00) 522,587.92	485,940.31
Norfolk Cemetery - Perpetual Care	22,133.07	800.00		22,933.07
Pondville Cemetery - Perpetual Care	21,443.41			21,443.41
State Highway Grant - Chapter 811	20,172.30	398.95	(20,571.25)	-0-
Retirement Fund - Unfunded Pension Liability	11,773.84	374.18		
TOTAL	323,857.69	800.00	235,224.67	564,848.13

TAX COLLECTOR'S REPORT

Greetings from the Office of the Collector. We wish to thank the taxpayers for all their cooperation in helping us get through our first year of quarterly taxes. It was certainly a very interesting experience. We found it was a lot more time consuming than anyone could have foreseen. We had over 21,213 transactions for the year.

At this time I would also like to thank my deputy, Richard R. LaChance, for all the work he has done collecting old motor vehicle excise tax.

The Tax Collector's Office was 99% collected for the year 1994.

The Registry's new marking system has also generated more collections for non-payment of motor vehicle excise. This procedure is now nation wide, which means that a person leaving Massachusetts for another state without paying motor vehicle excise to the state will not be able to register a car or get a license in that new state without paying their outstanding excise tax. This has been an added bonus for the Town of Norfolk.

Again, I thank the people of Norfolk for their support.

Respectfully,

Marlene D. Craig

TAXES COLLECTED

FISCAL 1994

7-1-93 to 6-30-94

REAL ESTATE

1995	18,179.07
1994	8,058,211.90
1993	94,408.84
1992	6,373.37
1991	4,924.21
1990	196.72
TOTAL	<u><u>8,182,294.11</u></u>

MOTOR VEHICLE EXCISE

1994	490,697.11
1993	121,408.76
1992	8,607.26
1991	940.22
1990	355.52
1989	337.50
1988	148.75
1987	302.50
1986	10.00

INTEREST

15,261.01
8,150.66
1,414.81
777.17
128.19
146.46
79.62
239.38
7.71

FEES

6,308.67
2,071.51
262.29
144.58
40.00
25.00
25.00
15.00
5.00

TOTAL

622,807.62 SUB TOTAL 26,205.01 8,897.05

WATER BETTERMENTS

1994	1,947.20
1995	40,421.99
TOTAL	<u><u>42,369.19</u></u>

1,287.57
507.33

IN LIEU OF TAXES

1994	7,456.71
TOTAL	<u><u>7,456.71</u></u>

PERSONAL PROPERTY

1994	139,472.60
1993	10.43
TOTAL	<u><u>139,483.03</u></u>

129.27 135.00
1.54 5.00
TOTAL 28,130.72 9,037.05

800 MUNICIPAL LIENS

TOTAL	<u><u>20,000.00</u></u>
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TOTAL INTEREST & FEES 37,167.77

TOTAL COLLECTED & TURNED OVER TO TREASURER 9,051,578.43

ADVISORY BOARD

The Advisory Board is a nine member committee appointed by the Town Moderator. According to Town Bylaw the Board is directed to provide recommendations on all financial articles on Town Meeting warrants, and in that capacity it acts as the Town's Finance Committee. Additionally, it is responsible for administering the Reserve Fund, which consists of an appropriation voted by the Annual Town Meeting for the purpose of covering emergency unforeseen or extraordinary expenses which might be incurred by any town department within the fiscal years.

recommendation to the voters at the Annual Town Meeting. The Board also may make recommendations on non-financial issues brought before the Town Meeting voters, which range from accepting gifts of land to adopting bylaw changes. The Advisory Board takes this charge seriously, and keeping foremost in mind that these issues are a matter of the will of the voters, gathers as much information as possible to present its recommendations.

Submitted by
ADVISORY BOARD

The Advisory Board works with the various town departments, boards and committees to construct a balanced budget for

RESERVE FUND TRANSFERS - FISCAL 1994
July 1, 1993 to June 30, 1994

Appropriation for FY 94		\$20,000.00
9/13/93	Personnel Board - Expense	1,977.31
10/5/93	Tree Department	1,200.00
1/12/94	Planning Board - Printing	1,500.00
1/12/94	Planning Board - Salary	1,500.00
1/12/94	Fire/Police Station --Roof Repair	1,320.00
2/2/94	Open Space Planning Committee - Printing	65.20
4/13/94	Fire/Police Station - Expenses	2,000.00
5/11/94	Fire Department - Mini-Pumper Warrant Article	145.00
7/12/94	Public Library - Fuel and Utilities	273.85
7/12/94	Conservation Commission - Salary	112.80
7/12/94	Planning Board - Expense	800.00
7/12/94	Registrars - Expense	28.00
7/12/94	Building Dept - Salary and Expense	450.00
7/12/94	Treasurer - Expense	925.98
7/12/94	Treasurer - Medicare	1,370.00

DIRECTOR OF FINANCE/TOWN ACCOUNTANT

The following general purpose financial statements have been prepared in conformity with generally accepted accounting principles and present fairly the financial position of the Town of Norfolk, Massachusetts, at June 30, 1994.

1. Combined Balance Sheet - all fund types and account groups.
2. Combined Statement of Revenues, Transfers, Expenditures and Changes in Fund Balances.
3. Combining Statement of Changes in Fund Balance - Special Revenue, Capital Projects, and Trust Funds.
4. Combined Statement of Revenues, Transfers, and Expenditures - Budget to Actual.
5. Report of Expenditures - General Fund and Water Enterprise Fund - Budget to Actual.
6. Summary of Long-Term Debt at June 30, 1994.

I would like to thank my staff, Lorraine H. Foley, Assistant Town Accountant and Employee Benefits Coordinator, and Dorothy E. Strohl. They are very talented and dedicated people. Their help and support has been instrumental in allowing for a smooth transition to a consolidated financial department. I would especially like to thank the staff of the Treasurer's, Collector's and Assessor's Office for making me feel welcome. Everyone has been very supportive and cooperative, and I thank you all. I look forward to working with everyone in the town in the coming years.

Susan L. Gagner
Director of Finance/Town Accountant

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 AS OF JUNE 30, 1994

ASSETS	GOVERNMENTAL FUND TYPES			WATER FUND	ACCOUNT FIDUCIARY FUND TYPE TRUST AND AGENCY	GROUP GENERAL LONG TERM DEBT	MEMORANDUM		TOTALS ONLY	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS				1994			1993
Cash and Temporary Investments	\$2,148,486	\$572,893	\$323,887	\$677,041	\$672,802		\$4,395,109	\$6,549,294		
Receivables										
Property Taxes	147,632						147,632	183,611		
Tax Liens and Foreclosures	402,892						402,892	298,313		
Motor Vehicle Excise	41,848						41,848	47,820		
Departmental and Water				461,936			461,936	57,738		
Reserve for Uncollectible Receivables	(88,486)						(88,486)	(100,722)		
Due from Other Governments		20,421					20,421	42,777		
Amount to be Provided for Retirement of Debt			441,800							
Total Assets	\$2,652,370	\$593,314	\$765,687	\$1,138,977	\$672,802	\$8,618,000	\$14,441,150	\$16,419,831		
LIABILITIES AND FUND BALANCES										
Warrants and Accounts Payable	\$243,003	\$23,380		21,917	\$516		\$288,816	\$808,193		
Deposits and Other Liabilities	10,055						10,055	8,724		
Deferred Revenue	464,083	20,422		461,936			946,441	477,449		
General Obligation Bonds and Notes Payable			441,800			8,618,000	9,059,800	9,341,000		
Total Liabilities	\$717,141	\$43,802	\$441,800	\$483,853	\$516	\$8,618,000	\$10,305,112	\$10,635,366		
Commitments and Contingencies (Note 7)										
FUND BALANCES										
Reserved for Encumbrances	647,483		142,541	164,487			954,511	833,691		
Reserved for Expenditures	644,058			264,320			908,378	563,884		
Reserved for Endowments					2,535		2,535	2,500		
Reserved for Over/Under Assessments							192,797	63		
Reserved for Education Carryover	192,797									
Unreserved:										
Designated	450,891	549,512	93,325	134,719	171,107		399,151	2,609,697		
Undesignated	1,935,229	549,512	323,887	91,598	498,644		1,678,666	1,774,630		
Total Fund Balances	\$2,652,370	\$593,314	\$765,687	\$1,138,977	\$672,802	\$8,618,000	\$14,441,150	\$16,419,831		

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED STATEMENT OF REVENUES, TRANSFERS, EXPENDITURES AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED JUNE 30, 1994

	GOVERNMENTAL FUND TYPES			WATER FUND	FIDUCIARY FUND TYPE EXPENDABLE TRUST	TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS			
REVENUES						
Property Taxes	58,361,738					\$7,692,127
Intergovernmental Revenue	1,719,346		36,800			1,846,508
Licenses, Fees and Permits	307,853	651,103				2,407,249
Investment Interest	103,314	248			8,325	275,888
Excise Taxes	615,659					119,703
User Charges	154,328	279,771		715,750		614,530
Other	32,862	25,495				910,885
Total Revenue	\$11,295,300	\$956,617	\$36,800	\$715,750	\$144,519	\$11,577,453
EXPENDITURES						
Education and Libraries	5,759,756					5,436,269
General Government	803,881	515,803			17,625	824,685
Public Works	953,748	20,419	65,000	451,286		2,083,109
Protection of Person and Property	1,320,540	63,620	234,259			1,513,105
Human Services	166,940					156,608
State and County Assessments	267,182					211,850
Debt Service	1,281,152					460,585
Recreation	26,635	36,372				62,281
Pension and Insurance	666,069					613,978
Capital Expenditure		2,502,298				3,543,624
Total Expenditures	\$11,274,913	\$683,820	\$2,801,657	\$451,286	\$17,625	\$14,900,214
Excess (deficiency) of Revenue Over Expenditures	20,387	282,797	(2,764,757)	284,462	126,894	(9,322,761)
OTHER FINANCING SOURCES						
Transfer (To) From Other Funds	241,979	(48,491)	441,800	(284,693)	91,207	8,900,000
Bond Anticipation Notes						1,880,000
Issuance of Temporary Debt						(3,732,000)
Repayment of Temporary Debt						\$7,056,000
Total Other Financing Sources (Uses)	\$241,979	\$(48,491)	\$441,800	\$(284,693)	\$91,207	
Excess (deficiency) of Revenues Over Expenditures and Other Financing Sources	262,366	214,306	(2,322,857)	(20,243)	216,101	3,736,239
Fund Balance at Beginning of Year	1,672,963	336,206	2,646,844	675,387	451,860	2,046,691
Fund Balance at End of Year	\$1,935,229	\$549,512	\$333,887	\$655,124	\$669,751	\$5,781,930

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINING STATEMENT OF CHANGES IN FUND BALANCES
 SPECIAL REVENUE FUNDS, CAPITAL PROJECTS FUNDS, EXPENDABLE AND NONEXPENDABLE TRUST FUNDS
 FOR THE YEAR ENDED JUNE 30, 1994

	Balance June 30, 1993	Revenues and Receipts	Proceeds From Debt Net of Repayment	Interest and Dividends	Interfund Transfer & Adjustment From (To)	Disbursements	Balance June 30, 1994
SPECIAL REVENUE FUNDS							
School Lunch	\$10,097	\$117,505			\$2,409	\$117,075	\$12,936
Highway Improvement F und	36,758			248		20,422	16,584
Gift Fund	28,884	4,348				18,884	14,348
Revolving Funds	17,185	136,866				121,563	32,488
Federal and State Education Grants	123,690	178,668			(6,939)	294,651	769
Federal and State General Grants	11,839	384,529				36,035	360,333
Receipts Reserved for Appropriation	71,547	42,872			(44,011)	85,180	70,508
Other Special Revenue Funds	35,206	81,482			50		41,548
Total Special Revenue Funds	\$335,206	\$956,369	\$-	\$248	(\$48,491)	\$683,820	\$549,512
CAPITAL PROJECT FUNDS							
School Construction Projects	\$2,558,844					\$2,485,519	\$83,325
Town Center Drainage	89,000	36,800	441,800			36,779	88,000
Town Center Development Equipment and Landfill Closure						289,259	21
Total Capital Projects Funds	\$2,646,844	\$36,800	\$441,800	\$-	\$-	\$2,801,557	\$142,541
EXPENDABLE TRUST FUNDS							
Stabilization Fund	\$326,214			\$3,520	\$91,207		\$420,941
Cemetery Funds	50,957			2,137			53,094
Pension Reserve Fund	6,837			374			7,211
Town Hall Fund	5,282			233			5,525
King Grant Estates	40,000	120,000		1,804			161,604
Other Trust and Agency Funds	\$22,350	\$16,194		\$456		\$17,824	\$21,376
Total Expendable Trust Funds	\$451,650	\$136,194	\$-	\$6,324	\$91,207	\$17,824	\$669,751
NONEXPENDABLE TRUST FUNDS							
J. Ware Fund - Principal	\$2,035						\$2,035
H. Ware Fund - Principal	500						500
Total Nonexpendable Trust Funds	\$2,535	\$-	\$-	\$-	\$-	\$-	\$2,535

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS
GENERAL FUND
COMBINED STATEMENT OF REVENUES, TRANSFERS, AND EXPENDITURES
BUDGET AND ACTUAL - BUDGET BASIS
YEAR ENDED JUNE 30, 1994

	Budget	Actual	Variance Favorable (Unfavorable)	Totals (Memorandum Only)	
				1994	1993
REVENUES					
Property Taxes	\$8,444,690	\$8,373,931	(\$70,759)	\$8,373,931	\$7,708,275
Intergovernmental Revenue	1,552,743	1,719,346	166,603	1,719,346	1,311,196
Licenses, Fees and Permits	273,000	307,853	34,853	307,853	275,888
Investment Interest	50,000	103,314	53,314	103,314	95,435
Excise Taxes	600,000	615,659	15,659	615,659	614,530
User Charges	160,350	154,528	(5,822)	154,528	163,582
Other	400	32,862	32,462	32,862	37,837
Total Revenue	\$11,081,183	\$11,307,493	\$226,310	\$11,307,493	\$10,206,743
EXPENDITURES					
Education and Libraries	\$6,251,975	\$5,903,479	\$348,496	\$5,903,479	\$5,128,039
General Government	1,031,868	817,323	214,545	817,323	767,362
Public Works	1,211,365	823,332	388,033	823,332	801,597
Protection of Person and Property	1,610,371	1,477,314	133,057	1,477,314	1,371,356
Human Services	210,615	142,010	68,605	142,010	157,868
State and County Assessments	266,189	267,192	(1,003)	267,192	211,950
Debt Service	1,384,012	1,384,606	(594)	1,384,606	244,963
Recreation	26,693	26,635	58	26,635	24,159
Pension and Insurance	747,629	654,762	92,867	654,762	626,767
Total Expenditures	\$12,740,717	\$11,496,653	\$1,244,064	\$11,496,653	\$9,334,061
Excess (deficiency) of Revenues over Expenditures	(1,659,534)	(189,160)	1,470,374	(189,160)	872,682
Other Financing Sources (Uses)					
Transfer (To) From Other Funds	241,979	241,979		241,979	(43,324)
Debt Net of Repayment					
Other Available Funds	1,417,555		(1,417,555)		
Total Other Financing Sources (Uses)	\$-	\$241,979	\$-	\$241,979	(\$43,324)
Excess (deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	\$-	\$52,819	\$52,819	\$52,819	\$829,358

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS
 NOTES TO FINANCIAL STATEMENT
 JUNE 30, 1994
 (CONTINUED)

(4) GENERAL LONG TERM DEBT AND INTEREST GROUP OF ACCOUNTS

	Date of Issue	Fiscal Year of Maturity	Face	Interest Rate	Outstanding at June 30, 1994
Water Bonds					
Water Well Pumping Station	01/28/80	01/28/94	\$340,000	7.60%	\$18,000
Water Standpipe	05/01/85	10/15/94	500,000	7.0%	50,000
Water - State House Note	10/15/89	10/15/94	250,000	6.95%	50,000
Water Main: Grove Street	01/15/93	01/15/94	34,000	7.0%-7.25%	20,000
Water Main: Miller Street	01/15/93	01/15/96	93,000	7.0%-7.25%	62,000
Water Main: Noon Hill	01/15/93	01/15/2013	1,400,000	4.75%-7.25%	1,325,000
Water Main: Pond Street	10/15/93	01/15/2013	256,000	4.75%-7.25%	243,000
School Debt					
School Land Purchase	01/15/93	01/15/2011	420,000	4.75%-7.25%	396,000
Freeman School Roof	01/15/93	01/15/2011	260,000	4.75%-7.25%	245,000
School Building Construction	01/15/93	01/15/2013	6,437,000	4.75%-7.25%	6,109,000
Other					
Library/police Fire	05/01/85	10/15/94	100,000	7.0%	100,000
			\$10,090,000		\$8,618,000
Inside Debt Limit					741,000
Outside Debt Limit					\$7,877,000

Debt Service for future years consists of the following:

For The Year Ending June 30,	Principal	Interest	Totals
1995	\$718,000	\$495,006	\$1,213,006
1996	500,000	450,650	950,650
1997	450,000	415,650	865,650
1998	450,000	386,400	836,400
1999	450,000	361,875	811,875
Thereafter	6,050,000	6,050,000	6,050,000
	\$8,618,000	\$8,159,581	\$10,727,581

GOVERNMENTAL FINANCIAL SYSTEM
 1/26/95 11:43:05
 LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 1993 THROUGH JUN 30, 1994

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5114 MODERATOR						
1100 SALARIES	1.00	0.00	1.00	1.00	0.00	100 -
4010 EXPENSES	105.00	0.00	0.00	75.00	30.00	71 -
TOTAL: MODERATOR	106.00	0.00	1.00	76.00	30.00	71 -
5122 SELECTMEN						
1100 SALARIES	76,642.00	0.00	6,157.51	76,120.85	521.15	99 -
1101 SALARIES ENC.	0.00	0.00	0.00	0.00	0.00	0 -
3190 AUDIT #19 OF 93 ATM	10,000.00	0.00	0.00	9,000.00	1,000.00	90 -
3191 AUDIT #39 94ATM	0.00	0.00	0.00	0.00	0.00	0 -
3202 HEPATITIS SHOTS	1,089.00	0.00	200.00	600.00	489.00	55 -
3211 PERSONNEL STUDY 10/91 ATM-12	8,702.69	0.00	0.00	8,702.69	0.00	100 -
4010 EXPENSES	0.00	0.00	0.00	0.00	0.00	0 -
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0 -
4025 ATM 10/22/91 EXPENSE	0.00	0.00	0.00	0.00	0.00	0 -
4026 UNPAID BILLS OF PRIOR YEARS	2,455.11	0.00	0.00	2,392.61	62.50	97 -
4200 OFFICE SUPPLIES,PUBLICATIONS	4,358.47	0.00	712.11	4,358.47	0.00	100 -
4201 PRINTING AND ADVERTISING	3,156.40	0.00	603.67	3,156.40	0.00	100 -
4203 EQUIPMENT REPAIR & MAINT.	1,493.29	0.00	0.00	1,493.29	0.00	100 -
4204 COPY MACHINE EXPENSES	0.00	0.00	0.00	0.00	0.00	0 -
4206 FLAGS	325.00	0.00	0.00	323.05	1.95	99 -
4214 DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0 -
4215 TELEPHONE	3,326.20	0.00	542.68	3,326.20	0.00	100 -
4219 PHYSICIAN	400.00	0.00	0.00	400.00	0.00	100 -
4225 POSTAGE	2,300.00	0.00	405.89	2,293.48	6.52	99 -
4239 TRAVEL,MEETINGS & DUES	2,322.54	0.00	33.00	2,321.35	1.19	99 -
4290 TOWN HALL MAINT.& CLEANING	1,457.10	0.00	320.00	1,457.10	0.00	100 -
4800 FUEL AND UTILITIES	5,475.00	0.00	272.08	4,525.11	949.89	82 -
4824 COPY MACHINE EXPENSES	1,896.00	0.00	0.00	1,867.95	28.05	98 -
5054 DEP PENALTY #42 11/93 TM	3,200.00	0.00	0.00	3,200.00	0.00	100 -
5055 DEP PENALTY 34-91ATH	2,091.80	0.00	955.00	1,595.00	496.80	76 -
5056 LITIGATION SETTLEMENT 34-91	0.00	0.00	0.00	0.00	0.00	0 -
7120 MWRA LANDFILL/SLUDGE FIGHT	19,858.48	0.00	11.20	3,459.47	16,399.01	17 -
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0 -
7820 COMMITTEE FUND	1.00	0.00	0.00	0.00	1.00	0 -
7821 COMM.FD.-CHARTER COMMITTEE	5,000.00	0.00	15.00	1,548.21	3,451.79	30 -
7822 COMM.FD.-ECONOMIC DEV.COMM.	2,500.00	0.00	0.00	74.80	2,425.20	2 -
7823 COMM.FD.-OPEN SPACE PLAN.COM.	565.20	0.00	0.00	550.21	14.99	97 -
7824 125 ANNIVERSARY COMMITTEE	0.00	0.00	0.00	0.00	0.00	0 -
7825 PLANNING CONSULTING SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	100 -
7826 POLICE REGIONALIZATION STUDY	833.33	0.00	0.00	0.00	833.33	0 -
7827 ELECTED OFFICIALS STUDY	243.90	0.00	0.00	0.00	243.90	0 -
8005 COPY MACHINE #8.7-92	0.00	0.00	0.00	0.00	0.00	0 -
8520 NOV 94 ART 33 FY95 ADA RENOV	0.00	0.00	0.00	0.00	0.00	0 -
8521 NOV 94 ART 34 FY 95 ADA COMP	0.00	0.00	0.00	0.00	0.00	0 -
8527 STM NOV 94 ART 51 EMINENT DM	0.00	0.00	0.00	0.00	0.00	0 -

GOVERNMENTAL FINANCIAL SYSTEM
 1/26/95 11:43:05
 LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 1993 THROUGH JUN 30, 1994

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
5122 SELECTMEN							
9558 TOWN HILL IMP. #24 94 ATM	0.00	0.00	0.00	0.00	0.00	0	
3564 MIRROR LK IMPACT STUDY#46 94	0.00	0.00	0.00	0.00	0.00	0	
8566 COOPERATIVE PURCHASING 66-94	0.00	0.00	0.00	0.00	0.00	0	
8694 TN.ADM.COMPUTER #6/10/92TM	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: SELECTMEN	164,693.51	0.00	10,228.14	137,766.24	26,927.27	83	-----
5131 ADVISORY BOARD							
1100 SALARIES	2,200.00	0.00	196.02	754.14	1,445.86	34	---
1101 SALARIES ENC.	30.84	0.00	0.00	30.84	0.00	100	-----
4010 EXPENSES	5,010.00	0.00	164.63	3,281.70	1,728.30	65	-----
9900 RESERVE FUND	16,331.77	0.00	0.00	0.00	16,331.77	0	
TOTAL: ADVISORY BOARD	23,572.61	0.00	360.65	4,066.68	19,505.93	17	-
5135 ACCOUNTANT							
1100 SALARIES	78,363.00	0.00	6,382.33	78,347.55	15.45	99	-----
4010 EXPENSES	8,165.00	0.00	710.73	7,800.08	364.92	95	-----
4011 EXPENSES ENC.	764.94	0.00	100.52	491.91	273.03	64	-----
4264 MEALS AND LODGING	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: ACCOUNTANT	87,292.94	0.00	7,203.58	86,639.54	653.40	99	-----
5141 ASSESSORS							
1100 SALARIES	63,599.00	0.00	5,851.96	63,351.79	247.21	99	-----
2735 REVALUATION #34 OF 93 ATM	30,000.00	0.00	15,584.00	16,836.00	13,164.00	56	-----
4010 EXPENSES	14,320.00	0.00	1,896.31	13,646.92	673.08	95	-----
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0	
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0	
8211 BOA COMPUTER NO.181/93ATM	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: ASSESSORS	107,920.00	0.00	23,332.27	93,834.71	14,085.29	86	-----
5145 TREASURER							
1100 SALARIES	37,958.00	0.00	2,915.48	37,901.52	56.48	99	-----
3070 BANKING SERVICE	3,600.00	0.00	546.66	2,905.60	694.40	80	-----
3071 BANKING SERVICES ENC.	358.66	0.00	0.00	358.66	0.00	100	-----
4010 EXPENSES	10,875.98	0.00	1,511.91	10,875.98	0.00	100	-----
TOTAL: TREASURER	52,792.64	0.00	4,974.05	52,041.76	750.88	98	-----
5146 TAX COLLECTOR							
1100 SALARIES	61,959.00	0.00	4,572.98	53,745.40	8,213.60	86	-----
4010 EXPENSES	19,437.00	0.00	1,205.56	19,103.67	333.33	98	-----
4011 EXPENSES ENC.	91.35	0.00	0.00	0.00	91.35	0	
8697 T.C. COMPUTER EQUIP. #8.5-92	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: TAX COLLECTOR	81,487.35	0.00	5,778.54	72,849.07	8,638.28	89	-----
5151 TOWN COUNSEL							
3090 LEGAL FEES	15,000.00	0.00	418.75	3,692.85	11,307.15	24	--

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Expenditure Guideline
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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5151 TOWN COUNSEL						
3091 LEGAL FEES ENC.	0.00	0.00	0.00	0.00	0.00	0
3890 LEGAL RETAINER	10,173.00	0.00	1,695.50	10,173.00	0.00	100
TOTAL: TOWN COUNSEL	25,173.00	0.00	2,114.25	13,865.85	11,307.15	55
5152 PERSONNEL BOARD						
1100 SALARIES	513.00	0.00	0.00	0.00	513.00	0
4010 EXPENSES	4,867.31	0.00	162.56	2,483.07	2,384.24	51
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
TOTAL: PERSONNEL BOARD	5,381.31	0.00	162.56	2,483.07	2,898.24	46
5155 COMPUTER COMMITTEE						
4010 EXPENSES	200.00	0.00	0.00	0.00	200.00	0
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
8696 TC COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: COMPUTER COMMITTEE	200.00	0.00	0.00	0.00	200.00	0
5158 TAX TITLE FORECLOSURE						
1100 SALARIES	10,024.00	0.00	770.96	10,022.48	1.52	99
4010 EXPENSES	95.00	0.00	0.00	0.00	95.00	0
4011 EXPENSES ENC.	33,813.59	0.00	284.00	1,003.00	32,810.59	2
TOTAL: TAX TITLE FORECLOSURE	43,932.59	0.00	1,054.96	11,025.48	32,907.11	25
5161 TOWN CLERK						
1100 SALARIES	34,340.00	0.00	3,288.06	34,253.34	86.66	99
4010 EXPENSES	2,300.00	0.00	736.19	2,143.92	156.08	93
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
8546 VOTING MACHINES #12A 94ATH	0.00	0.00	0.00	0.00	0.00	0
TOTAL: TOWN CLERK	36,640.00	0.00	4,024.25	36,397.26	242.74	99
5162 ELECTIONS						
1100 SALARIES	1,120.00	0.00	0.00	1,105.85	14.15	98
1101 SALARIES ENC.	0.00	0.00	0.00	0.00	0.00	0
4010 EXPENSES	960.00	0.00	0.00	929.33	30.67	96
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
4027 SPECIAL ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: ELECTIONS	2,080.00	0.00	0.00	2,035.18	44.82	97
5163 VOTER REGISTRATION						
1100 SALARIES	4,465.00	0.00	988.02	3,962.22	502.78	88
3064 COMPUTER SERVICES	3,000.00	0.00	0.00	2,968.00	32.00	98
4010 EXPENSES	1,378.00	0.00	870.97	1,375.13	2.87	99
TOTAL: VOTER REGISTRATION	8,843.00	0.00	1,858.99	8,305.35	537.65	93
5171 CONSERVATION COMMISSION						

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	REVISED	ENCUMBERED	ACT HTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
5171 CONSERVATION COMMISSION							
1100 SALARIES	6,527.80	0.00	688.76	6,527.80	0.00	100	-----
3021 WETLANDS PROTECTION EXP.	4,388.46	0.00	190.18	689.43	3,699.03	15	-
4010 EXPENSES	452.00	0.00	143.40	450.43	1.57	99	-----
8012 CONSERVATION FUND	58,984.24	0.00	0.00	0.00	58,984.24	0	
TOTAL: CONSERVATION COMMISSION	70,352.50	0.00	1,022.34	7,667.66	62,684.84	10	-
5175 PLANNING BOARD							
1100 SALARIES	33,119.00	0.00	4,191.12	33,052.67	66.33	99	-----
3035 PLAN. BD. MASTER PLAN 91/92	0.00	0.00	0.00	0.00	0.00	0	
3037 PHASE III MASTER PLAN 8.8-92	0.00	0.00	0.00	0.00	0.00	0	
3038 TRI-TOWN PLANNER #33/93 ATM	16,892.00	0.00	3,048.00	12,711.17	4,180.83	75	-----
3060 ENGINEERING SERVICES	10,474.00	0.00	1,952.89	4,368.27	6,105.73	41	----
3061 ENGINEERING ENC.	4,680.00	0.00	990.00	3,420.00	1,260.00	73	-----
4010 EXPENSES	6,250.00	0.00	358.98	5,138.67	1,111.33	82	-----
4011 EXPENSES ENCUMBERED	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PLANNING BOARD	71,415.00	0.00	10,540.99	58,690.78	12,724.22	82	-----
5176 ZONING/APPEALS BOARD							
1100 SALARIES	10,694.00	0.00	1,118.72	10,638.63	55.37	99	-----
3060 ENGINEERING SERVICES	1.00	0.00	0.00	0.00	1.00	0	
4010 EXPENSES	2,270.00	0.00	167.68	1,429.93	840.07	62	-----
TOTAL: ZONING/APPEALS BOARD	12,965.00	0.00	1,286.40	12,068.56	896.44	93	-----
5187 ENGINEERING SERVICES							
3060 ENGINEERING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0	
3061 ENGINEERING ENC.	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: ENGINEERING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0	
5189 PERMANENT BUILDING COMM.							
1100 SALARIES	1,091.00	0.00	621.34	621.34	469.66	56	----
1101 SALARIES ENC.	0.00	0.00	0.00	0.00	0.00	0	
3052 TOWN HALL PLANS #3-89STM	0.00	0.00	0.00	0.00	0.00	0	
4010 EXPENSES	387.00	0.00	0.00	0.00	387.00	0	
8559 LIBRARY RENOVATIONS #24 94TH	0.00	0.00	0.00	0.00	0.00	0	
8922 LIB/POL/FIRE BLDG. ADD. 84ATH	2,120.78	0.00	0.00	250.00	1,870.78	11	-
TOTAL: PERMANENT BUILDING COMM.	3,598.78	0.00	621.34	871.34	2,727.44	24	--
5193 BLDG/LIABILITY INSURANCE							
7400 BUILDING/LIABILITY INSURANCE	192,230.00	0.00	0.00	166,810.00	25,420.00	86	-----
TOTAL: BLDG/LIABILITY INSURANCE	192,230.00	0.00	0.00	166,810.00	25,420.00	86	-----
5195 TOWN REPORTS							
3430 PRINTING	5,000.00	0.00	0.00	3,911.20	1,088.80	78	-----
4011 EXPENSES ENC.	150.00	0.00	0.00	150.00	0.00	100	-----
TOTAL: TOWN REPORTS	5,150.00	0.00	0.00	4,061.20	1,088.80	78	-----

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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5210 POLICE						
1100 SALARIES	802,504.00	0.00	61,354.06	786,036.69	16,467.31	97
1101 SALARIES ENC.	19,890.70	0.00	1,939.98	14,657.28	5,233.42	73
4010 EXPENSES	54,670.00	0.00	6,099.00	54,655.92	14.08	99
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
4800 FUEL AND UTILITIES	18,000.00	0.00	2,570.95	11,606.12	6,393.88	64
8547 GARAGE DOOR OPENERS 12C 94TM	0.00	0.00	0.00	0.00	0.00	0
8555 RABIES VACCINATIONS 12U-94TM	0.00	0.00	0.00	0.00	0.00	0
8595 POLICE CRUISER	31,000.00	0.00	0.00	31,000.00	0.00	100
TOTAL: POLICE	926,064.70	0.00	71,963.99	897,956.01	28,108.69	96
5220 FIRE						
1100 SALARIES	209,659.00	0.00	21,412.50	202,681.43	6,977.57	96
1101 SALARIES ENC.	0.00	0.00	0.00	0.00	0.00	0
4010 EXPENSES	31,475.00	0.00	3,836.29	29,979.67	1,495.33	95
4011 EXPENSES ENC.	990.00	0.00	0.00	970.00	20.00	97
4800 FUEL AND UTILITIES	3,750.00	0.00	570.43	2,332.72	1,417.28	62
8214 FORESTRY TRUCK NO.18/93ATH	65,145.00	0.00	0.00	65,000.00	145.00	99
8549 COPY MACHINE #12G 94 ATM	0.00	0.00	0.00	0.00	0.00	0
8550 AIR MONITORING DEV.#12H 94TM	0.00	0.00	0.00	0.00	0.00	0
8551 PROTECTIVE GEAR #12I 94 ATM	0.00	0.00	0.00	0.00	0.00	0
TOTAL: FIRE	311,019.00	0.00	25,819.22	300,963.82	10,055.18	96
5231 AMBULANCE SERVICE						
1100 SALARIES	51,246.00	0.00	5,305.58	45,253.33	5,992.67	88
1101 SALARIES ENC.	0.00	0.00	0.00	0.00	0.00	0
3120 TRAINING AND TUITION	12,000.00	0.00	79.95	11,582.22	417.78	96
3121 TRAINING AND TUITION ENCUM'D	0.00	0.00	0.00	0.00	0.00	0
4010 EXPENSES	3,800.00	0.00	64.02	3,657.17	142.83	96
4011 EXPENSES ENC.	25.00	0.00	0.00	22.00	3.00	88
8598 AMBULANCE PURCHASE 14-91	0.00	0.00	0.00	0.00	0.00	0
TOTAL: AMBULANCE SERVICE	67,071.00	0.00	5,449.55	60,514.72	6,556.28	90
5241 BUILDING DEPARTMENT						
1100 SALARIES	84,688.00	0.00	7,207.36	84,657.02	30.98	99
1101 SALARIES ENC.	539.40	0.00	0.00	539.40	0.00	100
3045 BUILDING DEMOLITION 43/93TM	2,900.00	0.00	0.00	2,900.00	0.00	100
4010 EXPENSES	3,260.00	0.00	301.62	3,221.88	38.12	98
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
4800 FUEL AND UTILITIES	2,500.00	0.00	897.60	1,616.34	883.66	64
4900 ROUGH MILEAGE ALLOWANCE	1,000.00	0.00	1,000.00	1,000.00	0.00	100
TOTAL: BUILDING DEPARTMENT	94,887.40	0.00	9,406.58	93,934.64	952.76	98
5244 WEIGHTS AND MEASURES						
1100 SALARIES	354.00	0.00	81.70	354.00	0.00	100
3045 BUILDING DEMOLITION 43/93TM	0.00	0.00	0.00	0.00	0.00	0

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01 GENERAL FUND							
5244 WEIGHTS AND MEASURES							
4010 EXPENSES	31.00	0.00	15.00	15.00	16.00	48	----
TOTAL: WEIGHTS AND MEASURES	385.00	0.00	96.70	369.00	16.00	95	-----
5291 CIVIL DEFENSE							
1100 SALARIES	551.00	0.00	429.12	429.12	121.88	77	-----
4010 EXPENSES	1,900.00	0.00	290.00	1,896.34	3.66	99	-----
TOTAL: CIVIL DEFENSE	2,451.00	0.00	719.12	2,325.46	125.54	94	-----
5292 ANIMAL INSPECTOR							
1100 SALARIES	1,608.00	0.00	134.00	1,608.00	0.00	100	-----
4010 EXPENSES	150.00	0.00	52.25	87.55	62.45	58	-----
TOTAL: ANIMAL INSPECTOR	1,758.00	0.00	186.25	1,695.55	62.45	96	-----
5293 ANIMAL CONTROL							
1100 SALARIES	10,180.00	0.00	848.33	10,180.00	0.00	100	-----
4010 EXPENSES	2,950.00	0.00	485.95	2,111.37	838.63	71	-----
4800 FUEL AND UTILITIES	700.00	0.00	59.09	501.17	198.83	71	-----
TOTAL: ANIMAL CONTROL	13,830.00	0.00	1,393.37	12,792.54	1,037.46	92	-----
5294 SHADE TREE DEPARTMENT							
1100 SALARIES	328.00	0.00	328.00	328.00	0.00	100	-----
4010 EXPENSES	7,915.00	0.00	0.00	7,408.00	507.00	93	-----
TOTAL: SHADE TREE DEPARTMENT	8,243.00	0.00	328.00	7,736.00	507.00	93	-----
5295 TREE WARDEN							
1100 SALARIES	318.00	0.00	318.00	318.00	0.00	100	-----
2708 INSPECTION FEES	3,200.00	0.00	0.00	2,500.00	700.00	78	-----
2709 INSPECTIONS EXP. ENCUMBERED	800.00	0.00	0.00	800.00	0.00	100	-----
4010 EXPENSES	22,481.00	0.00	478.46	21,051.46	1,429.54	93	-----
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0	-----
TOTAL: TREE WARDEN	26,799.00	0.00	796.46	24,669.46	2,129.54	92	-----
5298 FIRE/POLICE DISPATCHER							
1100 SALARIES	119,825.00	0.00	9,225.59	117,216.60	2,608.40	97	-----
4010 EXPENSES	4,875.00	0.00	2,556.13	4,855.85	19.15	99	-----
TOTAL: FIRE/POLICE DISPATCHER	124,700.00	0.00	11,781.72	122,072.45	2,627.55	97	-----
5299 FIRE/POLICE STATION							
4010 EXPENSES	20,010.00	0.00	1,462.24	19,935.77	74.23	99	-----
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0	-----
4800 FUEL AND UTILITIES	20,200.00	0.00	1,230.59	18,188.73	2,011.27	90	-----
4801 FUEL/UTILITIES ENC.	0.00	0.00	0.00	0.00	0.00	0	-----
8533 FIRE STATION REPAIR 32-90ATH	13,995.00	0.00	698.00	13,994.88	0.12	99	-----
8541 OIL BURNER #18G/93 ATH	1,000.00	0.00	0.00	1,000.00	0.00	100	-----
8548 CATCH BASIN #12E 94ATH	0.00	0.00	0.00	0.00	0.00	0	-----

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01 GENERAL FUND						
5299 FIRE/POLICE STATION						
8556 CONTAINMENT DEVICES 12W-94TH	0.00	0.00	0.00	0.00	0.00	0
8581 FIRE ST.DOORS #18H/93ATH	13,000.00	0.00	0.00	9,055.00	3,945.00	69
9158 FORESTRY TR.TEMP DEBT 18K/93	0.00	0.00	0.00	0.00	0.00	0
TOTAL: FIRE/POLICE STATION	68,205.00	0.00	3,390.83	62,174.38	6,030.62	91
5300 EDUCATION						
2715 TERMITE CONTROL #27.3-92ATH	0.00	0.00	0.00	0.00	0.00	0
4011 FY 93 SCHOOL ENCUMBERED	160,731.91	0.00	16,975.16	62,146.03	98,585.88	38
4012 FY 94 SCHOOL ENCUMBERED	228.90	0.00	0.00	0.00	228.90	0
8538 FLOOR REPLACEMENT #27.1-92TH	0.00	0.00	0.00	0.00	0.00	0
8539 INTERCOM SYSTEM #27.2-92ATH	0.00	0.00	0.00	0.00	0.00	0
8543 LAVATORY REPAIRS #35/93ATH	5,250.00	0.00	0.00	0.00	0.00	0
8544 ASBESTOS REMOVAL #35/93 ATH	7,050.00	0.00	0.00	4,768.01	481.99	90
8545 SKYLIGHT REPAIR #35/93ATH	50,000.00	0.00	0.00	0.00	7,050.00	0
8563 SCHOOL WINDOWS #44 94 ATM	0.00	0.00	185.00	5,491.20	44,508.80	10
8690 FREEMAN SC.ROOF 14L-91 (LTD)	3,390.74	0.00	0.00	0.00	0.00	0
TOTAL: EDUCATION	226,193.75	0.00	17,160.16	72,405.24	153,788.51	32
5302 KING PHILIP REGIONAL						
4010 EXPENSES	1,655,569.00	0.00	0.00	1,655,570.00	1.00	100
9120 KING PHILIP ROOF BOND 14-91	0.00	0.00	0.00	0.00	0.00	0
TOTAL: KING PHILIP REGIONAL	1,655,569.00	0.00	0.00	1,655,570.00	1.00	100
5303 TRI-COUNTY REGIONAL						
4010 EXPENSES	167,908.00	0.00	0.00	163,908.00	4,000.00	97
TOTAL: TRI-COUNTY REGIONAL	167,908.00	0.00	0.00	163,908.00	4,000.00	97
5420 HIGHWAY DEPARTMENT						
1100 SALARIES	291,446.00	0.00	29,547.81	288,505.98	2,940.02	98
3050 SIDEWALK ENGINEERING #27-89	0.00	0.00	0.00	0.00	0.00	0
3060 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0
3073 PAGING SERVICES	0.00	0.00	0.00	0.00	0.00	0
4010 EXPENSES	0.00	0.00	0.00	0.00	0.00	0
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
4150 FIELD MAINTENANCE EXP/WAGES	10,440.00	0.00	4,000.00	10,440.00	0.00	100
4151 FIELD MAINT.EXPENSE ENC.	0.00	0.00	0.00	0.00	0.00	0
4202 VEHICLE MAINTENANCE	9,957.69	0.00	1,353.27	9,957.69	0.00	100
4203 EQUIPMENT REPAIR & MAINT.	6,131.75	0.00	2,641.28	6,131.75	0.00	100
4204 COPY MACHINE EXPENSES	0.00	0.00	0.00	0.00	0.00	0
4207 BIOS, ADVERTISING, POSTAGE	0.00	0.00	0.00	0.00	0.00	0
4215 TELEPHONE	1,850.31	0.00	0.00	0.00	0.00	0
4216 WATER	635.50	0.00	310.19	1,850.31	0.00	100
4220 SPECIAL PROJECTS #43 11/93TH	13,199.00	0.00	126.00	635.50	0.00	100
4223 OFFICE SUPPLIES	2,629.83	0.00	7,078.22	9,712.84	3,486.16	73
4236 HAND TOOLS	706.62	0.00	408.40	2,629.83	0.00	100
			17.92	706.62	0.00	100

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01 GENERAL FUND							
5420 HIGHWAY DEPARTMENT							
4237 TIRES AND BATTERIES	3,363.04	0.00	0.00	3,363.04	0.00	100	-----
4238 STREET SIGNS	3,796.96	0.00	0.00	3,796.96	0.00	100	-----
4239 TRAVEL, MEETINGS & DUES	910.90	0.00	0.00	910.90	0.00	100	-----
4240 DRAINAGE MATERIALS	1,000.00	0.00	0.00	1,000.00	0.00	100	-----
4241 UNIFORM CLEANING	2,767.84	0.00	224.50	2,301.63	466.21	83	-----
4242 GENERAL OPERATING MATERIALS	2,811.33	0.00	236.97	2,811.33	0.00	100	-----
4243 EQUIPMENT HIRE	3,000.00	0.00	0.00	3,000.00	0.00	100	-----
4244 STREET LINING	4,711.84	0.00	0.00	4,711.84	0.00	100	-----
4245 CATCH BASIN CLEANING	7,015.05	0.00	0.00	7,015.05	0.00	100	-----
4246 MOTOR OIL AND GREASE	500.00	0.00	0.00	500.00	0.00	100	-----
4248 ROAD REPAIRS AND MAINTENANCE	31,292.61	0.00	1,301.19	27,497.61	3,795.00	87	-----
4249 POLICE DETAILS	1,618.50	0.00	0.00	1,618.50	0.00	100	-----
4250 FESTIVE LIGHT/DECORATIONS	1,000.00	0.00	0.00	1,000.00	0.00	100	-----
4251 PROFESSIONAL LICENSES	0.00	0.00	0.00	0.00	0.00	0	-----
4252 GUARD RAIL REPAIR	0.00	0.00	0.00	0.00	0.00	0	-----
4253 VEHICLE INSPECTIONS	0.00	0.00	0.00	0.00	0.00	0	-----
4254 COMPUTER EXPENSE	0.00	0.00	0.00	0.00	0.00	0	-----
4255 RADIO, REPAIR/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0	-----
4289 BUILDING MAINTENANCE	8,040.23	0.00	18.80	8,040.23	0.00	100	-----
8110 NORTH STREET SIDEWALK #26-89	0.00	0.00	0.00	0.00	0.00	0	-----
8132 MAIN STREET IMPROVE. #28-84	0.00	0.00	0.00	0.00	0.00	0	-----
8142 PINE STREET RECONST. #24-86	0.00	0.00	0.00	0.00	0.00	0	-----
8172 ROCKWOOD RD. RECONST. #24-88	0.00	0.00	0.00	0.00	0.00	0	-----
8210 BACKHOE NO. 180/93 ATM	50,000.00	0.00	0.00	49,940.00	60.00	99	-----
8532 DRAINAGE TOWN CENTER 27-90	0.00	0.00	0.00	0.00	0.00	0	-----
8552 FRONT END LOADER #12K 94ATM	0.00	0.00	0.00	0.00	0.00	0	-----
8553 DUMP TRUCK #12L 94 ATM	0.00	0.00	0.00	0.00	0.00	0	-----
8554 COMMUNICATIONS EQ. #12-0 '94	0.00	0.00	0.00	0.00	0.00	0	-----
TOTAL: HIGHWAY DEPARTMENT	458,825.00	0.00	47,664.55	448,077.61	10,747.39	97	-----
5421 HIGHWAY GARAGE							
4800 FUEL AND UTILITIES	31,500.00	0.00	7,365.31	29,139.17	2,360.81	92	-----
4801 FUEL/UTILITIES ENC.	476.34	0.00	0.00	476.34	0.00	100	-----
TOTAL: HIGHWAY GARAGE	31,976.34	0.00	7,365.31	29,615.53	2,360.81	92	-----
5423 SNOW AND ICE CONTROL							
4010 EXPENSES	168,094.00	0.00	22,794.00-	166,711.20	1,382.80	99	-----
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0	-----
8540 SANDER BODY 14-91	0.00	0.00	0.00	0.00	0.00	0	-----
TOTAL: SNOW AND ICE CONTROL	168,094.00	0.00	22,794.00-	166,711.20	1,382.80	99	-----
5424 RECREATION FIELD WORK							
1100 SALARIES	0.00	0.00	0.00	0.00	0.00	0	-----
4010 EXPENSES	0.00	0.00	0.00	0.00	0.00	0	-----
TOTAL: RECREATION FIELD WORK	0.00	0.00	0.00	0.00	0.00	0	-----

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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5431 TRANSFER STATION						
1100 SALARIES						
3065 ENGINEERING/LANDFILL	47,055.00	0.00	6,119.95	39,567.43	7,487.57	84
3066 LEACHATE REMOVAL/LANDFILL	7,000.00	0.00	0.00	0.00	7,000.00	0
3067 TRASH REMOVAL/TOWN DEPT'S	10,000.00	0.00	0.00	10,000.00	0.00	100
3068 LEACHATE POND PUMPING 14-91	2,500.00	0.00	0.00	492.64	2,007.36	19
3069 ENGINEERING/LANDFILL 14-91	0.00	0.00	0.00	0.00	0.00	0
4010 EXPENSES	0.00	0.00	0.00	0.00	0.00	0
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
4203 VEHICLE REPAIR & MAINTENANCE	7,150.40	0.00	0.00	7,150.40	0.00	100
4215 TELEPHONE/TS	2,582.65	0.00	230.88	2,582.65	0.00	100
4221 RECYCLING COSTS/TS	300.39	0.00	65.59	300.39	0.00	100
4222 TRASH REMOVAL FEES/TS	7,500.00	0.00	182.00	1,721.75	5,778.25	22
4224 FACILITY MAINTENANCE	81,838.74	0.00	7,006.04	73,387.56	8,451.18	89
4225 POSTAGE	0.00	0.00	0.00	0.00	0.00	0
4241 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0
4242 GEN. OPERATING METATERIALS/TS	0.00	0.00	0.00	0.00	0.00	0
4246 MOTOR OIL AND GREASE/TS	2,321.03	0.00	770.65	2,321.03	0.00	100
4247 STICKERS & DECALS/TS	536.20	0.00	238.15	536.20	0.00	100
4800 FUEL AND UTILITIES	3,120.99	0.00	1,839.42	3,120.99	0.00	100
4801 FUEL/UTILITIES ENC.	7,860.00	0.00	30.88	4,451.57	3,408.43	56
8190 PHASE II LANDFILL 20-89	50.00	0.00	0.00	7.46	42.54	14
8213 CONTAINER TRUCK NO. 18A/93ATH	0.00	0.00	0.00	0.00	0.00	0
8339 LANDFILL CLOS LTD#3-10/91ATH	85,000.00	0.00	0.00	84,382.94	617.06	99
8531 CAP LANDFILL 24-90ATH	241,800.00	0.00	9,705.58	99,936.39	141,863.61	41
8597 F.E. LOADER-LEASE #10 90STM	0.00	0.00	0.00	0.00	0.00	0
8695 GRINDER LEASE #13 10/90STM	29,000.00	0.00	0.00	29,000.00	0.00	100
TOTAL: TRANSFER STATION	13,384.00	0.00	1,115.33	13,383.96	0.04	99
	548,999.40	0.00	27,304.47	372,343.36	176,656.04	67
5432 LANDFILL						
3065 ENGINEERING/LANDFILL	0.00	0.00	0.00	0.00	0.00	0
3066 LEACHATE REMOVAL/LANDFILL	0.00	0.00	0.00	0.00	0.00	0
3067 TRASH REMOVAL/TOWN DEPT'S	0.00	0.00	0.00	0.00	0.00	0
8597 F.E. LOADER-LEASE #10 90STM	0.00	0.00	0.00	0.00	0.00	0
8695 GRINDER LEASE #13 10/90STM	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LANDFILL	0.00	0.00	0.00	0.00	0.00	0
5440 SEWERAGE						
7110 SOLID WASTE DISPOSAL	2,300.00	0.00	2,000.00	2,000.00	300.00	86
7111 SOLID WASTE DISP. ENC.	1,170.00	0.00	0.00	0.00	1,170.00	0
TOTAL: SEWERAGE	3,470.00	0.00	2,000.00	2,000.00	1,470.00	57
5491 CEMETERY						
1100 SALARIES	10,091.00	0.00	1,079.11	8,274.15	1,816.85	81
2736 VETERANS GRAVE RESTORATION	0.00	0.00	0.00	0.00	0.00	0
4010 EXPENSES	2,780.00	0.00	594.05	2,780.00	0.00	100

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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
5491 CEMETERY							
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: CEMETERY	12,871.00	0.00	1,673.16	11,054.15	1,816.85	85	-----
5492 CUSTODIAN OF VETERANS GRAVES							
1100 SALARIES	134.00	0.00	134.00	134.00	0.00	100	-----
4010 EXPENSES	450.00	0.00	448.11	448.11	1.89	99	-----
8350 VETERANS MEMORIAL #56-89	24,893.06	0.00	0.00	0.00	24,893.06	0	
TOTAL: CUSTODIAN OF VETERANS GRAVES	25,477.06	0.00	582.11	582.11	24,894.95	2	
5495 STREET LIGHTING							
4810 STREET LIGHTING	23,800.00	0.00	3,850.37	23,639.15	160.85	99	-----
4811 STREET LIGHTING ENC.	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: STREET LIGHTING	23,800.00	0.00	3,850.37	23,639.15	160.85	99	-----
5510 BOARD OF HEALTH							
1100 SALARIES	35,101.00	0.00	4,908.00	35,100.80	0.20	99	-----
4010 EXPENSES	34,445.00	0.00	4,180.41	34,384.50	60.50	99	-----
4011 EXPENSES ENC.	855.00	0.00	0.00	855.00	0.00	100	-----
TOTAL: BOARD OF HEALTH	70,401.00	0.00	9,088.41	70,340.30	60.70	99	-----
5520 SPECIAL PROGRAMS							
3180 HUMAN SERVICES PROGRAMS	7,000.00	0.00	0.00	7,000.00	0.00	100	-----
TOTAL: SPECIAL PROGRAMS	7,000.00	0.00	0.00	7,000.00	0.00	100	-----
5541 COUNCIL ON AGING							
1100 SALARIES	41,136.00	0.00	4,248.08	40,009.08	1,126.92	97	-----
2700 FACILITIES RENTAL	3,000.00	0.00	750.00	3,000.00	0.00	100	-----
2710 TRANSPORTATION EXPENSE	2,500.00	0.00	316.13	1,424.99	1,075.01	56	-----
2711 TRANSPORTATION EXPENSE ENC.	0.00	0.00	0.00	0.00	0.00	0	
2713 SERVICE PROGRAM #3, 10/93TH	5,000.00	0.00	5,000.00	5,000.00	0.00	100	-----
4010 EXPENSES	3,350.00	0.00	1,126.25	3,195.83	154.17	95	-----
4011 EXPENSES ENC.	37.39	0.00	0.00	0.00	37.39	0	
TOTAL: COUNCIL ON AGING	55,023.39	0.00	11,440.41	52,629.90	2,898.49	95	-----
5543 VETERAN'S SERVICES							
1100 SALARIES	2,658.00	0.00	842.15	1,639.15	1,018.85	61	-----
4010 EXPENSES	385.00	0.00	0.00	55.00	330.00	14	-----
7700 VETERANS BENEFITS	4,000.00	0.00	0.00	0.00	4,000.00	0	
TOTAL: VETERAN'S SERVICES	7,043.00	0.00	842.15	1,694.15	5,348.85	24	-----
5610 LIBRARY							
1100 SALARIES	140,628.00	0.00	12,370.86	135,815.71	4,812.29	96	-----
2705 LIBRARY-ABLE #8.6 OF 92ATH	0.00	0.00	0.00	0.00	0.00	0	
4010 EXPENSES	68,768.00	0.00	8,020.60	67,509.85	1,258.15	98	-----
4011 EXPENSES ENC.	538.62	0.00	0.00	538.62	0.00	100	-----

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01 GENERAL FUND						
5610 LIBRARY						
4800 FUEL AND UTILITIES	9,273.85	0.00	629.51	9,273.85	0.00	100
TOTAL: LIBRARY	219,208.47	0.00	21,020.97	213,138.03	6,070.44	97
5630 RECREATION						
1100 SALARIES	22,963.00	0.00	2,207.95	22,963.00	0.00	100
1160 HANDICAPPED RECREATION SAL.	1.00	0.00	0.00	0.00	1.00	0
4010 EXPENSES	3,000.00	0.00	737.48	2,998.61	1.39	99
4160 HANDICAPPED RECREATION EXP.	1.00	0.00	0.00	0.00	1.00	0
8565 POND ST.REC.LAND #47 94 ATM	0.00	0.00	0.00	0.00	0.00	0
TOTAL: RECREATION	25,965.00	0.00	2,945.43	25,961.61	3.39	99
5691 HISTORICAL COMMISSION						
4010 EXPENSES	323.00	0.00	6.46	273.55	49.45	84
4011 EXPENSES ENC.	0.00	0.00	0.00	0.00	0.00	0
TOTAL: HISTORICAL COMMISSION	323.00	0.00	6.46	273.55	49.45	84
5692 MEMORIAL DAY						
4010 EXPENSES	405.00	0.00	399.85	399.85	5.15	98
TOTAL: MEMORIAL DAY	405.00	0.00	399.85	399.85	5.15	98
5700 DEBT SERVICE						
9020 COMPUTER LEASE PURCHASE	10,171.00	0.00	0.00	10,170.50	0.50	99
TOTAL: DEBT SERVICE	10,171.00	0.00	0.00	10,170.50	0.50	99
5710 MATURING DEBT						
9010 BOND REGISTRATION FEE	1,350.00	0.00	0.00	800.00	550.00	59
9155 CONT.TRUCK TEMP.DEBT.#18A/93	30,900.00	0.00	38.57	38.57	30,861.43	0
9156 BACKHOE TEMP. DEBT #180/93TM	18,200.00	0.00	22.33	22.33	18,177.67	0
9157 BOA COMPUTER TEMP DEBT.18193	8,160.00	0.00	0.00	0.00	8,160.00	0
9158 FORESTRY TRUCK TEMP. DEBT	27,250.00	0.00	30.45	30.45	27,219.55	0
9160 TEMPORARY INTEREST	0.00	0.00	0.00	0.00	0.00	0
9161 POND ST.WME TEMP.INT.38/93TH	8,000.00	0.00	0.00	0.00	8,000.00	0
9162 SCHOOL LAND TEMPORARY INT.	0.00	0.00	0.00	0.00	0.00	0
9163 FREEMAN ROOF TEMP.INTEREST	0.00	0.00	0.00	0.00	0.00	0
9164 GROVE STREET WATER TEMP.INT.	0.00	0.00	0.00	0.00	0.00	0
9165 MILLER ST WATER TEMP.INT.	0.00	0.00	0.00	0.00	0.00	0
9166 NOON HILL WATER TEMP.INT.	0.00	0.00	0.00	0.00	0.00	0
9167 SCH.BLDG.CONST.TEMP.INT.	0.00	0.00	0.00	0.00	0.00	0
9168 LANDFILL CLOSURE TEMP. INT.	10,000.00	0.00	0.00	0.00	0.00	0
9169 EXEMPT TEMP.INT. ENCUMBERED	0.00	0.00	111.65	111.65	9,888.35	1
9170 CERTIFICATION NOTES/BONDS	0.00	0.00	0.00	0.00	0.00	0
9200 MUNICIPAL BUILDING DEBT	100,000.00	0.00	0.00	0.00	0.00	0
9250 MUNICIPAL BUILDING INTEREST	10,500.00	0.00	0.00	10,500.00	0.00	100
9300 WATER STANDPIPE DEBT	50,000.00	0.00	0.00	50,000.00	0.00	100
9350 WATER STANDPIPE INTEREST	5,250.00	0.00	0.00	5,250.00	0.00	100

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01 GENERAL FUND							
5710 MATURING DEBT							
9400 WATER WELL #1 DEBT	23,000.00	0.00	0.00	23,000.00	0.00	100	-----
9450 WATER WELL #1 INTEREST	3,116.00	0.00	0.00	3,116.00	0.00	100	-----
9451 ELEMENTARY SCHOOL ROOF DEBT	15,000.00	0.00	0.00	15,000.00	0.00	100	-----
9452 ELEMENTARY SCHOOL ROOF INT.	15,188.00	0.00	0.00	15,187.51	0.49	99	-----
9453 ELEMENTARY SCHOOL LAND DEBT	24,000.00	0.00	0.00	24,000.00	0.00	100	-----
9454 ELEMENTARY SCHOOL LAND INT.	24,531.00	0.00	0.00	24,531.00	0.00	100	-----
9455 ELEMENTARY SCHOOL BLDG. DEBT	328,000.00	0.00	0.00	328,000.00	0.00	100	-----
9456 ELEMENTARY SCHOOL BLDG. INT.	376,913.00	0.00	0.00	376,913.00	0.00	100	-----
9457 NOON HILL DEBT	75,000.00	0.00	0.00	75,000.00	0.00	100	-----
9458 NOON HILL INTEREST	82,195.00	0.00	0.00	82,194.50	0.50	99	-----
9459 MILLER STREET DEBT	31,000.00	0.00	0.00	31,000.00	0.00	100	-----
9460 MILLER STREET INTEREST	6,650.00	0.00	0.00	6,649.50	0.50	99	-----
9461 GROVE STREET DEBT	14,000.00	0.00	0.00	14,000.00	0.00	100	-----
9462 GROVE STREET INTEREST	2,435.00	0.00	0.00	2,435.00	0.00	100	-----
9463 POND STREET DEBT	13,000.00	0.00	0.00	13,000.00	0.00	100	-----
9464 POND STREET INTEREST	14,990.00	0.00	0.00	14,989.50	0.50	99	-----
9465 DAY SCHOOL ADDITIONAL DEBT	0.00	0.00	0.00	0.00	0.00	0	-----
9466 DAY SCHOOL ADDITIONAL INT.	0.00	0.00	0.00	0.00	0.00	0	-----
9600 WATER WELL #2 DEBT	50,000.00	0.00	0.00	50,000.00	0.00	100	-----
9650 WATER WELL #2 INTEREST	5,213.00	0.00	0.00	5,212.50	0.50	99	-----
TOTAL: MATURING DEBT	1,373,841.00	0.00	203.00	1,270,981.51	102,859.49	92	-----
5830 COUNTY ASSESSMENTS/CHARGES							
6000 COUNTY TAX	39,427.00	0.00	0.00	39,426.68	0.32	99	-----
6001 AGRICULTURAL SCHOOL ASSESS.	0.00	0.00	0.00	0.00	0.00	0	-----
TOTAL: COUNTY ASSESSMENTS/CHARGES	39,427.00	0.00	0.00	39,426.68	0.32	99	-----
5835 CHERRY SHEET CHARGES							
6120 MOTOR VEHICLE EXC. TAX BILLS	1,087.00	0.00	271.75	1,087.00	0.00	100	-----
6121 MOSQUITO CONTROL	10,996.00	0.00	2,717.00	10,964.00	32.00	99	-----
6122 MET. AIR POLLUTION CONTROL	1,849.00	0.00	462.25	1,849.00	0.00	100	-----
6123 MET. AREA PLANNING COUNCIL	1,970.00	0.00	494.00	1,970.00	0.00	100	-----
6124 M.B.T.A. ASSESSMENT	210,285.00	0.00	52,231.00	209,944.00	341.00	99	-----
6125 SPECIAL EDUCATION	575.00	0.00	251.00	251.00	324.00	43	-----
6126 SCHOOL CHOICE ASSESSMENT	0.00	0.00	3,311.00	0.00	0.00	0	-----
6127 NON RENEWAL EXCISE TAX	0.00	0.00	1,700.00	1,700.00	1,700.00	999	-----
TOTAL: CHERRY SHEET CHARGES	226,762.00	0.00	54,816.00	227,765.00	1,003.00	100	-----
5913 EMPLOYEE BENEFITS							
1710 MEDICAL INSURANCE	264,362.00	0.00	19,412.69	244,572.26	19,789.74	92	-----
1720 LIFE INSURANCE	6,300.00	0.00	454.93	6,018.39	281.61	95	-----
1730 LONGEVITY	37,000.00	0.00	0.00	36,415.80	584.20	98	-----
1736 MEDICARE	35,370.09	0.00	4,621.76	35,370.09	0.00	100	-----
1737 SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0	-----
1740 UNEMPLOYMENT COMPENSATION	30,544.01	0.00	524.00	15,468.04	15,075.97	50	-----

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01 GENERAL FUND							
5913 EMPLOYEE BENEFITS							
1750 STATE/COUNTY RETIREMENT	354,209.00	0.00	0.00	342,380.00	11,829.00	96	-----
1751 STATE RETIREMENT ENC.	19,843.96	0.00	0.00	14,843.96	5,000.00	74	-----
TOTAL: EMPLOYEE BENEFITS	747,629.06	0.00	25,013.38	695,068.54	52,560.52	92	-----
5960 OTHER FINANCING USES							
9950 BOND ANTIC. NOTES PAYABLE	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0	
6110 SCHOOL COMMITTEE							
0102 CLERICAL SALARY	1,218.50	0.00	92.34	852.57	365.93	69	-----
0104 CONTRACTED SERVICES	2,776.24	0.00	1,579.24	2,776.24	0.00	100	-----
0105 POSTAGE/PETTY CASH	240.00	0.00	14.95	215.39	24.61	89	-----
0110 PROFESSIONAL DEVELOPMENT	136.76	0.00	45.00	135.00	1.76	98	-----
0116 MASC	1,197.00	0.00	0.00	992.68	204.32	82	-----
0126 CENSUS	0.00	0.00	0.00	0.00	0.00	0	
0136 ADVERTISING/BID PERSONNEL	1,312.00	0.00	167.21	1,312.00	0.00	100	-----
0146 STIPENDS	750.00	0.00	375.00	750.00	0.00	100	-----
0156 PUBLICATIONS	525.50	0.00	108.50	525.50	0.00	100	-----
TOTAL: SCHOOL COMMITTEE	8,156.00	0.00	2,382.24	7,559.38	596.62	92	-----
6120 SUPERINTENDENT'S OFFICE							
0201 SALARY	67,158.00	0.00	5,166.00	67,158.00	0.00	100	-----
0202 CLERICAL SALARY	64,858.00	0.00	6,820.75	63,175.25	1,682.75	97	-----
0204 CONTRACTED SERVICES	1,841.00	0.00	0.00	1,740.70	100.30	94	-----
0205 SUPPLIES/MATERIALS	2,900.00	0.00	131.37	597.30	2,302.70	20	--
0206 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0	
0207 DUES	1,519.45	0.00	0.00	1,519.45	0.00	100	-----
0210 SUPERINTENDENT PROF. DEV.	1,500.00	0.00	108.00	1,377.19	122.81	91	-----
0211 ANNUITY	0.00	0.00	0.00	0.00	0.00	0	
0215 POSTAGE/PETTY CASH	390.00	0.00	60.47	186.05	203.95	47	----
0217 E-MAIL	0.00	0.00	0.00	0.00	0.00	0	
0226 IN STATE TRAVEL	500.00	0.00	0.00	15.00	485.00	3	
0236 OUT OF STATE TRAVEL	0.00	0.00	0.00	0.00	0.00	0	
0246 PRINTING FORMS	180.55	0.00	0.00	129.00	51.55	71	-----
0256 PUBLICATIONS	200.00	0.00	0.00	129.00	71.00	64	-----
0814 REPLACEMENT OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: SUPERINTENDENT'S OFFICE	141,047.00	0.00	12,286.59	136,026.94	5,020.06	96	-----
6121 SUPERINTENDENT/CLERICAL							
0210 CLERICAL PROFESSIONAL DEV.	509.00	0.00	174.00	509.00	0.00	100	-----
TOTAL: SUPERINTENDENT/CLERICAL	509.00	0.00	174.00	509.00	0.00	100	-----
6210 SCHOOL SUPERVISION							
0206 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0	
0210 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0	

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Expenditure Guideline
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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
TOTAL: SCHOOL SUPERVISION	0.00	0.00	0.00	0.00	0.00	0	
6220 PRINCIPAL'S OFFICE							
0201 SALARY	90,952.00	0.00	9,044.02	90,952.00	0.00	100	-----
0202 CLERICAL SALARY	60,788.00	0.00	6,337.44	51,837.91	8,950.09	85	-----
0203 ASSISTANT PRINCIPAL	46,780.00	0.00	10,850.46	46,567.63	212.37	99	-----
0205 SUPPLIES/MATERIALS	1,754.67	0.00	303.64	1,754.67	0.00	100	-----
0206 OTHER EXPENSES	500.00	0.00	69.90	487.77	12.23	97	-----
0207 DUES	700.00	0.00	0.00	700.00	0.00	100	-----
0208 CONFERENCES	1,000.00	0.00	252.20	327.20	672.80	32	---
0210 PRINCIPALS PROF. DEVELOPMENT	2,400.00	0.00	816.80	816.80	1,583.20	34	---
0211 MERIT/INCENTIVE	0.00	0.00	0.00	0.00	0.00	0	
0215 POSTAGE/PETTY CASH	0.00	0.00	0.00	0.00	0.00	0	
0226 IN STATE TRAVEL	500.00	0.00	16.72	139.48	360.52	27	--
0246 PRINTING FORMS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PRINCIPAL'S OFFICE	205,374.67	0.00	27,691.18	193,583.46	11,791.21	94	-----
6221 PRINCIPAL/CLERICAL							
0210 CLERICAL PROFESSIONAL DEV.	45.33	0.00	0.00	0.00	45.33	0	
TOTAL: PRINCIPAL/CLERICAL	45.33	0.00	0.00	0.00	45.33	0	
6230 TEACHING							
0301 SALARIES	1,874,790.73	0.00	410,951.11	1,861,955.52	12,835.21	99	-----
0304 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0	
0305 TEACHING SUPPLIES	91,775.15	0.00	4,097.54	65,384.42	26,390.73	71	-----
0310 PROFESSIONAL DEVELOPMENT	13,093.00	0.00	1,886.61	7,546.91	5,546.09	57	-----
0311 SUBSTITUTES	38,668.58	0.00	7,065.96	38,668.58	0.00	100	-----
0321 AIDES	0.00	0.00	0.00	0.00	0.00	0	
0322 KINDERGARTEN AIDES	25,509.68	0.00	3,047.53	25,509.68	0.00	100	-----
0331 COURSE REIMBURSEMENTS	10,000.00	0.00	105.00	5,368.00	4,632.00	53	-----
0336 TRAVEL	300.43	0.00	130.81	300.43	0.00	100	-----
0341 CH. 1 SUPPLEMENT	0.00	0.00	0.00	0.00	0.00	0	
0345 NEW EQUIPMENT	9,989.00	0.00	510.00	7,324.19	2,664.81	73	-----
0814 REPLACEMENT OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: TEACHING	2,064,126.57	0.00	427,594.56	2,012,057.73	52,068.84	97	-----
6240 TEXTBOOKS							
0405 TEXTBOOKS/WORKBOOKS	18,633.00	0.00	0.00	17,274.48	1,358.52	92	-----
TOTAL: TEXTBOOKS	18,633.00	0.00	0.00	17,274.48	1,358.52	92	-----
6250 LIBRARY							
0301 SALARIES	55,671.00	0.00	6,574.61	55,671.00	0.00	100	-----
0310 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0	
0321 AIDES	0.00	0.00	0.00	0.00	0.00	0	
0505 SUPPLIES	500.00	0.00	0.00	498.31	1.69	99	-----
0515 BOOKS/MATERIALS	6,000.00	0.00	305.57	5,566.98	433.02	92	-----

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
6250 LIBRARY						
0516 ABLE NETWORK	5,807.00	0.00	198.76	5,603.11	203.89	96
0815 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: LIBRARY	67,978.00	0.00	7,078.94	67,339.40	638.60	99
6260 AUDIO VISUAL SERVICES						
0605 AV SUPPLIES/MATERIALS	5,000.00	0.00	903.95	4,717.74	282.26	94
0814 REPLACEMENT OF EQUIPMENT	5,190.00	0.00	444.50-	4,469.10	720.90	86
0815 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: AUDIO VISUAL SERVICES	10,190.00	0.00	459.45	9,186.84	1,003.16	90
6270 VOCATIONAL EDUCATION						
0209 VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
TOTAL: VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
6310 ATTENDANCE						
0304 CONTRACTED SERVICES	15.00	0.00	0.00	0.00	15.00	0
TOTAL: ATTENDANCE	15.00	0.00	0.00	0.00	15.00	0
6320 HEALTH						
0301 SALARIES	36,732.58	0.00	10,111.66	36,732.58	0.00	100
0304 CONTRACTED SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0
0310 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
0505 SUPPLIES	1,069.85	0.00	0.00	1,069.85	0.00	100
0814 REPLACEMENT OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
0815 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: HEALTH	38,802.43	0.00	10,111.66	37,802.43	1,000.00	97
6330 PUPIL TRANSPORTATION						
0324 REGULAR TRANSPORTATION	236,599.50	0.00	24,541.50	236,599.50	0.00	100
TOTAL: PUPIL TRANSPORTATION	236,599.50	0.00	24,541.50	236,599.50	0.00	100
6340 FOOD SERVICES						
0310 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	40.00	460.00	8
TOTAL: FOOD SERVICES	500.00	0.00	0.00	40.00	460.00	8
6411 CUSTODIAL						
0301 SALARIES	161,907.00	0.00	13,665.98	123,143.79	38,763.21	76
0406 OTHER EXPENSE	300.00	0.00	59.84	174.52	125.48	58
0410 PROFESSIONAL DEVELOPMENT	69.26	0.00	64.94	64.94	4.32	93
0415 CUSTODIAL SUPPLIES	12,430.74	0.00	993.23	12,374.82	55.92	99
0421 TRAVEL	0.00	0.00	0.00	0.00	0.00	0
0422 MOTORIZED EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CUSTODIAL	174,707.00	0.00	14,783.99	135,758.07	38,948.93	77
6412 HEATING OF BUILDINGS						

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Expenditure Guideline
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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
6412 HEATING OF BUILDINGS	48,000.00	0.00	4,602.36	36,832.33	11,167.67	76	-----
0456 OIL	48,000.00	0.00	4,602.36	36,832.33	11,167.67	76	-----
TOTAL: HEATING OF BUILDINGS							
6413 UTILITIES	68,221.95	0.00	10,759.19	62,253.63	5,968.32	91	-----
0416 ELECTRICITY	250.00	0.00	0.00	212.19	37.81	84	-----
0426 GAS	4,000.05	0.00	0.00	4,000.05	0.00	100	-----
0436 WATER	13,845.00	0.00	2,942.93	12,922.42	922.58	93	-----
0446 TELEPHONE	86,317.00	0.00	13,702.12	79,388.29	6,928.71	91	-----
TOTAL: UTILITIES							
6422 MAINTENANCE OF BUILDING	48,330.00	0.00	3,324.54	23,071.84	25,258.16	47	----
0404 CONTRACTED SERVICES	6,000.00	0.00	185.53	2,912.22	3,087.78	48	----
0417 SUPPLIES/MATERIALS BLDG/MT	54,330.00	0.00	3,510.07	25,984.06	28,345.94	47	----
TOTAL: MAINTENANCE OF BUILDING							
6423 MAINTENANCE OF EQUIPMENT	17,930.00	0.00	292.84	15,709.18	2,220.82	87	-----
0404 CONTRACTED SERVICES	17,930.00	0.00	292.84	15,709.18	2,220.82	87	-----
TOTAL: MAINTENANCE OF EQUIPMENT							
6701 EQUIPMENT	750.00	0.00	0.00	701.96	48.04	93	-----
0814 REPLACEMENT OF EQUIPMENT	65,500.00	0.00	0.00	48,603.58	16,896.42	74	-----
0815 NEW EQUIPMENT	66,250.00	0.00	0.00	49,305.54	16,944.46	74	-----
TOTAL: EQUIPMENT							
6702 REHAB. OF BUILDING	117,008.00	0.00	3,044.05	28,387.31	88,620.69	24	--
7221 SUPERVISION SPECIAL ED.	28,685.28	0.00	2,852.42	28,685.28	0.00	100	-----
0201 SALARY	4,862.00	0.00	1,138.40	4,503.68	358.32	92	-----
0202 CLERICAL SALARY	1,300.00	0.00	403.84	1,159.38	140.62	89	-----
0205 SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0	
0208 CONFERENCES	200.00	0.00	0.00	0.00	200.00	0	
0210 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0	
0215 POSTAGE/PETTY CASH	0.00	0.00	0.00	0.00	0.00	0	
0226 IN STATE TRAVEL	35,047.28	0.00	4,394.66	34,348.34	698.94	98	-----
TOTAL: SUPERVISION SPECIAL ED.							
7223 TEACHING SPECIAL ED.	206,984.42	0.00	49,349.39	196,978.44	10,005.98	95	-----
0301 SALARIES	13,375.00	0.00	1,725.00	12,295.00	1,080.00	91	-----
0304 CONTRACTED SERVICES	4,588.78	0.00	3,100.25	4,115.77	473.01	89	-----
0305 TEACHING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0	
0310 PROFESSIONAL DEVELOPMENT	39,595.00	0.00	5,309.17	39,410.94	184.06	99	-----
0321 AIDS	0.00	0.00	0.00	0.00	0.00	0	
0815 NEW EQUIPMENT	264,543.20	0.00	59,483.81	252,800.15	11,743.05	95	-----
TOTAL: TEACHING SPECIAL ED.							

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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
7227 GUIDANCE SPECIAL ED.						
0201 SALARY	53,244.30	0.00	12,408.78	53,244.30	0.00	100
0205 SUPPLIES/MATERIALS	311.22	0.00	299.17	299.17	12.05	96
0210 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: GUIDANCE SPECIAL ED.	53,555.52	0.00	12,707.95	53,543.47	12.05	99
7228 PSYCHOLOGICAL SERVICES/CH 76						
0201 SALARY	24,601.00	0.00	5,733.24	24,600.50	0.50	99
0204 CONTRACTED SERVICES	1,000.00	0.00	0.00	933.45	66.55	93
0205 SUPPLIES/MATERIALS	500.00	0.00	266.46	266.46	233.54	53
0210 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PSYCHOLOGICAL SERVICES/CH 76	26,101.00	0.00	5,999.70	25,800.41	300.59	98
7330 TRANSPORTATION SPECIAL ED.						
0324 TRANSPORTATION	74,020.50	0.00	8,055.62	37,385.62	36,634.88	50
TOTAL: TRANSPORTATION SPECIAL ED.	74,020.50	0.00	8,055.62	37,385.62	36,634.88	50
7701						
0815 NEW EQUIPMENT	1,500.00	0.00	0.00	1,312.43	187.57	87
7900 SCH.SP.ED.PRGRM/OTHER DIST'S						
0904 TUITIONS	178,809.00	0.00	0.00	160,121.75	18,687.25	89
TOTAL: SCH.SP.ED.PRGRM/OTHER DIST'S	178,809.00	0.00	0.00	160,121.75	18,687.25	89
TOTAL: GENERAL FUND	12,740,716.80	0.00	1,059,375.58	11,574,171.84	1,166,544.96	90

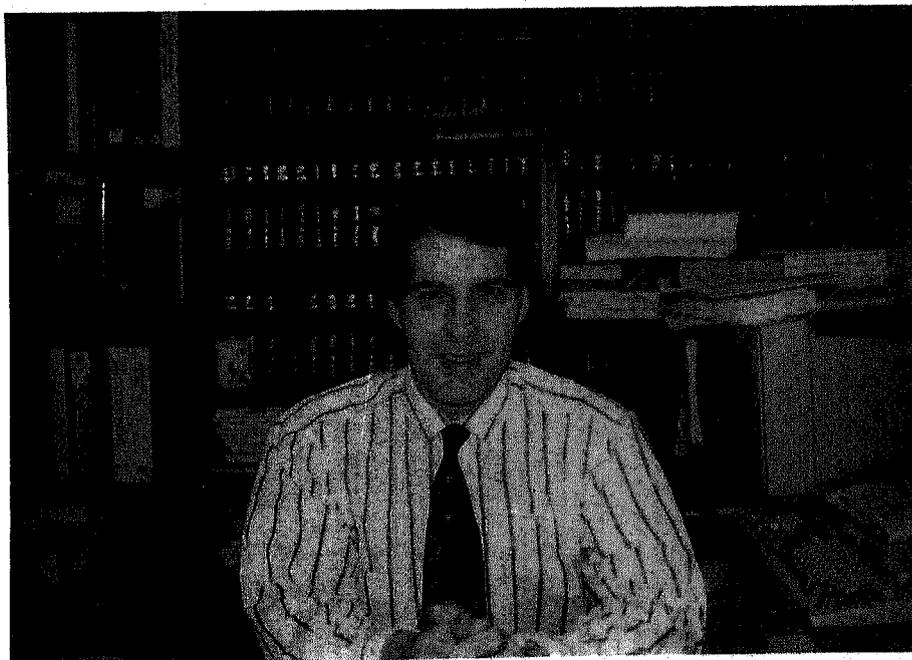
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Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 1993 THROUGH JUN 30, 1994

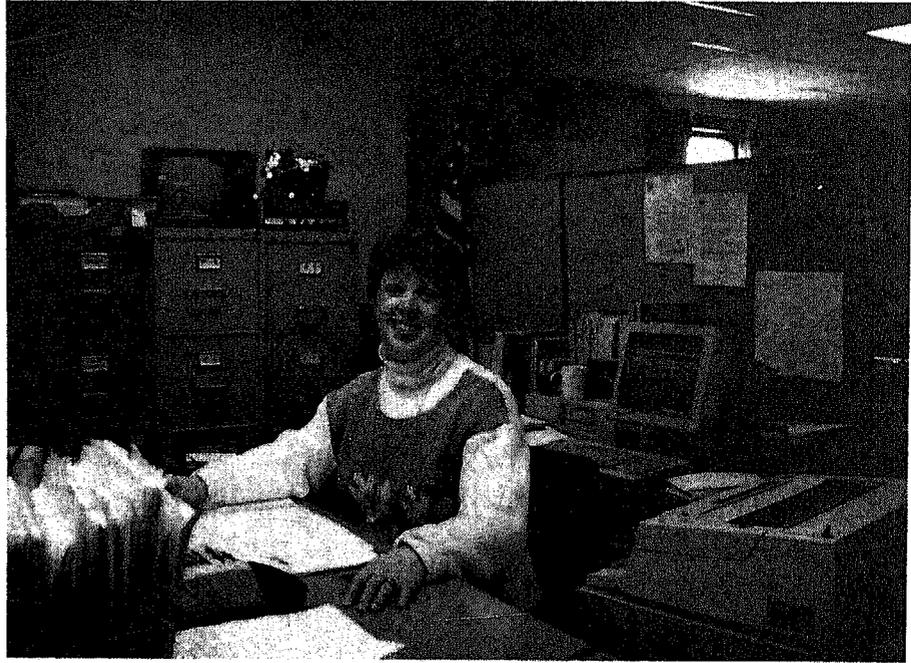
	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
25 WATER ENTERPRISE FUND						
5450 WATER DEPARTMENT						
1100 SALARIES	124,682.00	0.00	11,482.78	112,862.53	11,819.47	90
1101 SALARIES ENC.	0.00	0.00	0.00	0.00	0.00	0
2030 PURCHASE OF WATER	7,900.00	0.00	153.06	953.49	6,946.51	12
2031 PURCHASE OF WATER ENC.	0.00	0.00	0.00	0.00	0.00	0
3020 ACQUIFER PROTECTION	25,808.50	0.00	0.00	0.00	25,808.50	0
3026 ACQUIFER DELIN.#15 90STM	600.00	0.00	0.00	0.00	600.00	0
3060 ENGINEERING SERVICES	19,200.00	0.00	387.48	9,465.00	9,735.00	49
3061 ENGINEERING ENC.	0.00	0.00	0.00	0.00	0.00	0
3075 SOURCE DELINIATION #9-10/91	30,000.00	0.00	0.00	0.00	30,000.00	0
3076 MASTER PLAN UPDATE #9 10/91	0.00	0.00	0.00	0.00	0.00	0
3096 ENTERPRISE FD CONSULT. 24-91	0.00	0.00	0.00	0.00	0.00	0
3221 CORROSION CONTROL ENC.	0.00	0.00	0.00	0.00	0.00	0
3222 NEW WELL EXPLORATION #6-92	21,432.50	0.00	0.00	0.00	0.00	0
3223 TEST WELL WORK #16/93ATM	80,000.00	0.00	0.00	1,894.75	19,537.75	8
4010 EXPENSES	110,578.00	0.00	6,444.00	7,672.00	72,328.00	9
4011 EXPENSES ENC.	25,597.66	0.00	16,037.87	107,952.67	2,625.33	97
4800 FUEL AND UTILITIES	28,725.00	0.00	17,758.78	25,327.38	270.28	98
4801 FUEL/UTILITIES ENC.	0.00	0.00	1,666.34	16,394.35	12,330.65	57
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	0.00	0
8216 PICKUP TRUCK	0.00	0.00	0.00	0.00	1.00	0
8262 GOLD STREET WELL #65-88	0.00	0.00	0.00	0.00	0.00	0
8272 SPRUCE ST.LAND TAKING #13-84	0.00	0.00	0.00	0.00	0.00	0
8273 SPRUCE ST.PUMP ST. #7-92	0.00	0.00	0.00	0.00	0.00	0
8292 NEEDHAM STREET ART.#59-87	0.00	0.00	0.00	0.00	0.00	0
8302 PUMPING STATION CONST.#68-88	0.00	0.00	0.00	0.00	0.00	0
8312 MYRTLE ST. EXT. #47-86	0.00	0.00	0.00	0.00	0.00	0
8322 MAYFLOWER RD. ART. #24-85	0.00	0.00	0.00	0.00	0.00	0
8335 NOON HILL WME 22-91 (LTD)	168,567.53	0.00	0.00	0.00	0.00	0
8336 GROVE ST.WME 20-91 (LTD)	0.00	0.00	0.00	168,567.53	0.00	100
8337 MILLER ST. WME 21-91 (LTD)	0.00	0.00	0.00	0.00	0.00	0
8338 POND STREET WME 23-91 (LTD)	0.00	0.00	0.00	0.00	0.00	0
8340 POND ST.WME-LTD-300,000 AUTH	0.00	0.00	0.00	0.00	0.00	0
8342 MAIN ST. BRIDGE ART. #14-86	208.56	0.00	0.00	0.00	0.00	0
8557 DUCK FM SP SETTLEMENT #23 94	0.00	0.00	208.56	208.56	0.00	100
8560 SPRUCE RD.PUMP ST. #34 94ATM	0.00	0.00	0.00	0.00	0.00	0
8561 SCHOOL ST.WATER MAIN#35 94TM	0.00	0.00	0.00	0.00	0.00	0
8562 LELAND RD MAIN EST. #36 94TM	0.00	0.00	0.00	0.00	0.00	0
8567 MAIN ST.WATER MAIN #38 94ATM	0.00	0.00	0.00	0.00	0.00	0
TOTAL: WATER DEPARTMENT	643,300.75	0.00	40,475.91	451,298.26	192,002.49	70



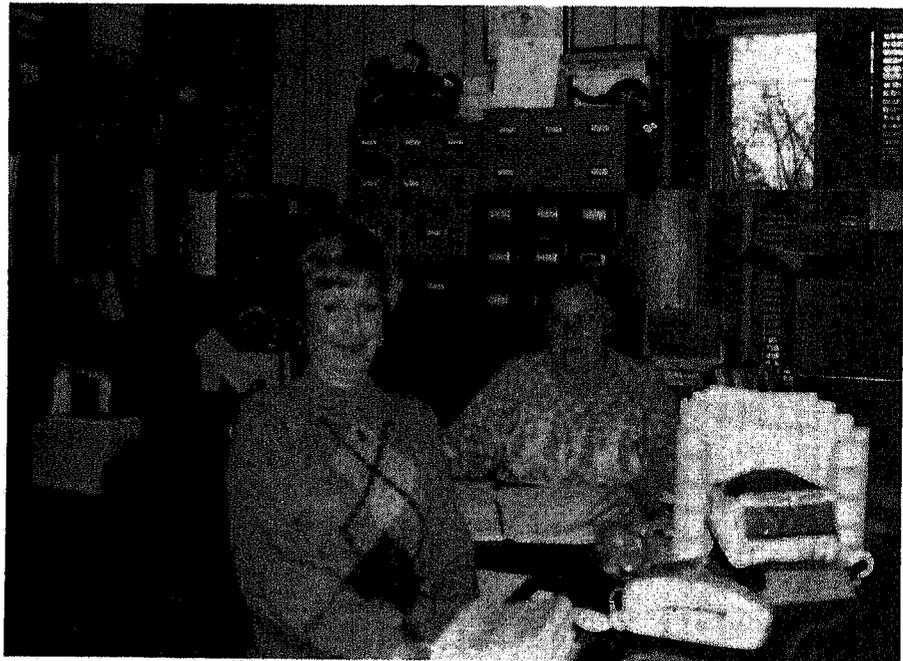
BOARD OF SELECTMEN - Girard St.Amand, Yaffa M. Dratman, James R. Giebfried



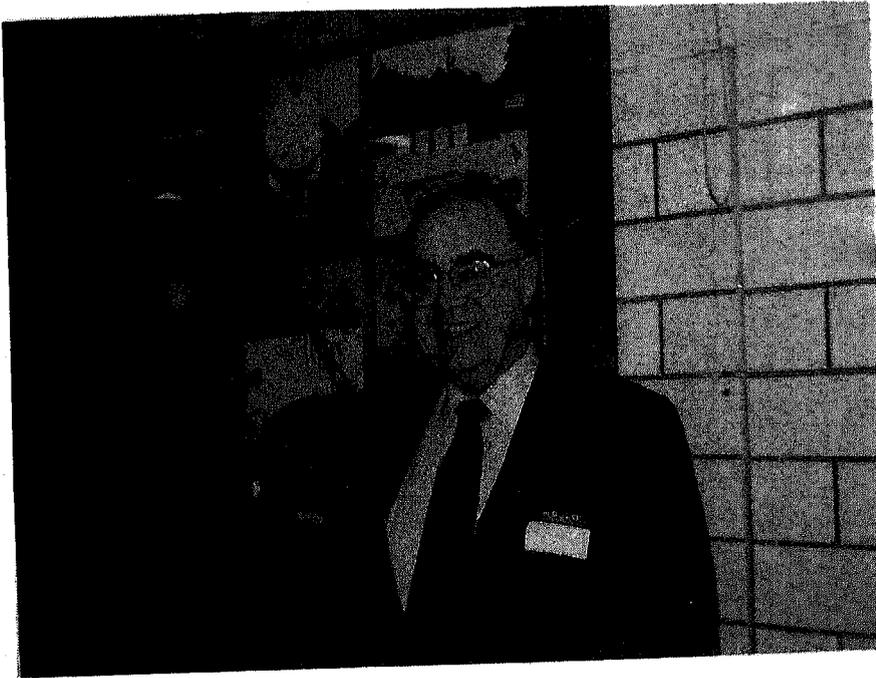
TOWN ADMINISTRATOR - Greg L. Balukonis



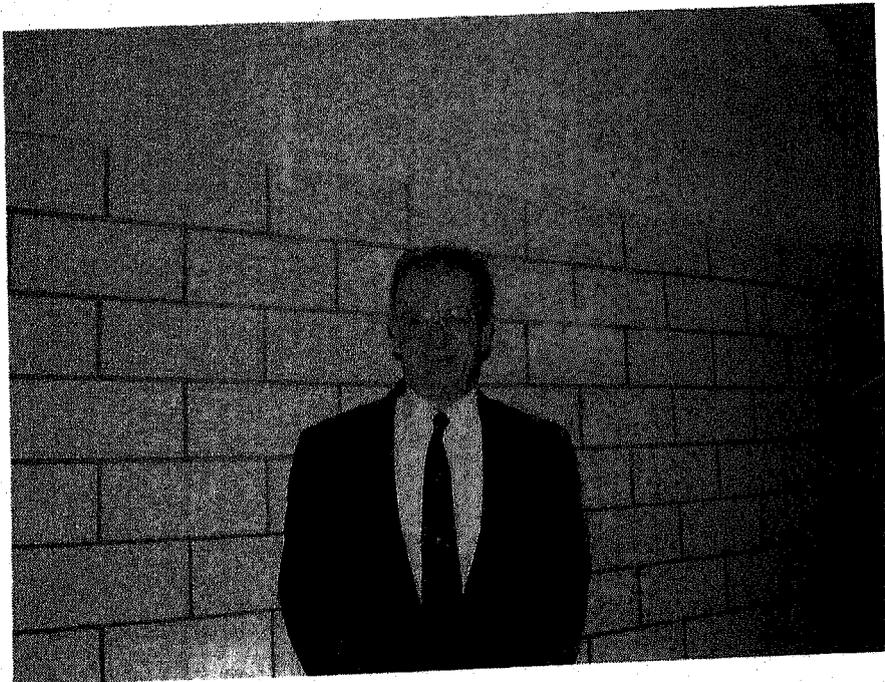
ADMINISTRATIVE SECRETARY - SELECTMEN'S OFFICE
Marian L. Harrington



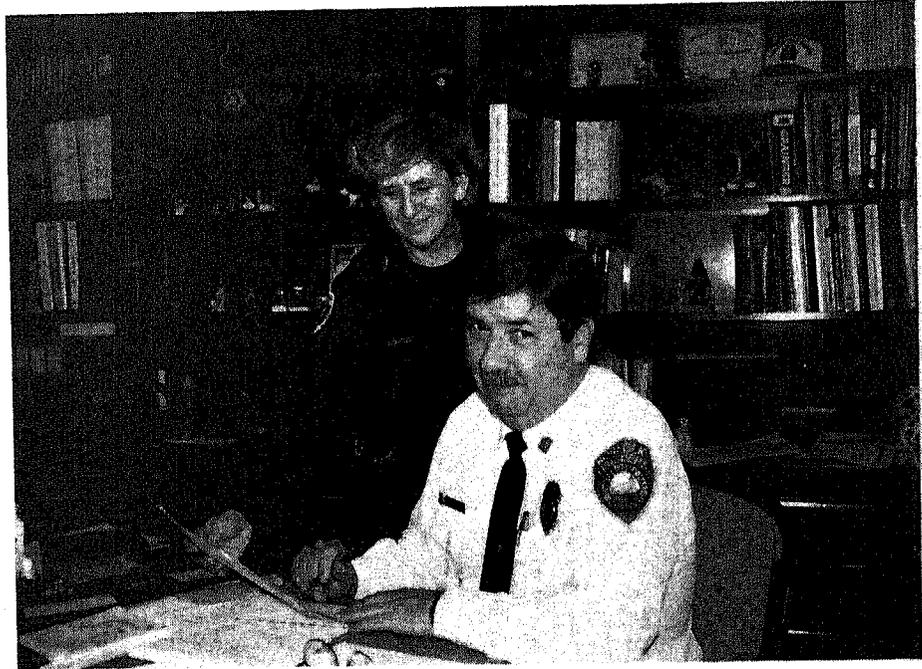
TOWN CLERK - Alice S. Boschen
ASSISTANT TOWN CLERK - Mary Jane Masty



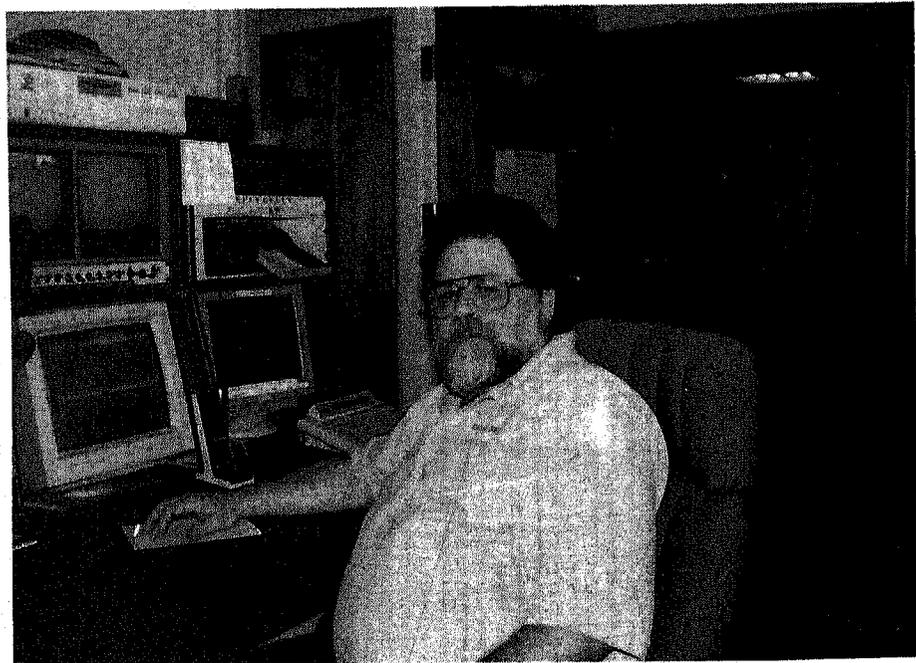
TOWN COUNSEL - Paul D. Maggioni



MODERATOR - Frank J. Gross



FIRE CHIEF - William F. Kelley
ADMINISTRATIVE ASSISTANT - Patricia A. Bixby



FIRE & POLICE COMMUNICATIONS - Michael J. LaValley



BUILDING DEPARTMENT
Paul R. DiChiara, Local Inspector
Gerald E. Hughes, Building Commissioner
Anna Anderson, Administrative Assistant



TREE WARDEN - Philip K. Craig



HIGHWAY SUPERINTENDENT - Remo R. Vito, Jr.



SUPERINTENDENT OF SCHOOLS - Dr. Lorraine S. Young



SUPERINTENDENT'S OFFICE STAFF
Thayer Olson, Audrey Carson, Roxanne Verdeaux



PERMANENT BUILDING COMMITTEE
Lawrence Cheevers, Dr. Lorraine Young, Linda Balfour, Richard Wilk,
Toby Lyons, Maureen McDermott, Winsor F. Bowden



NORFOLK SCHOOL COMMITTEE

Robert Smith, Principal-Freeman/Centennial School, Dr. Lorraine Young, Lucille Bailey,
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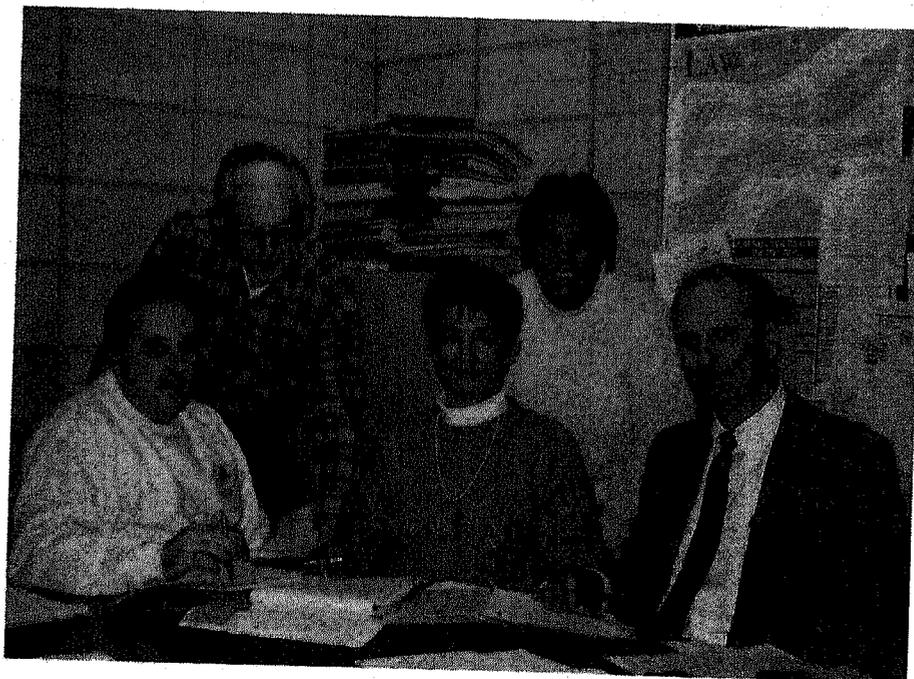


TOWN HILL STUDY COMMITTEE

Lowell Robinson, Frances Holman, Jan Conklin, Thelma Ravinski, Michelle Tapsell, Elaine Bauer
Patrick Willoughby, Donna Shaw, Nancy Seitz



ADMINISTRATIVE ASSISTANT - BOARD OF HEALTH
Janet Prevett



PERSONNEL BOARD
William Gothorpe, Robert Boucher, Debra Kile,
Debbie Robbins (Employee Rep.), Arthur Warren

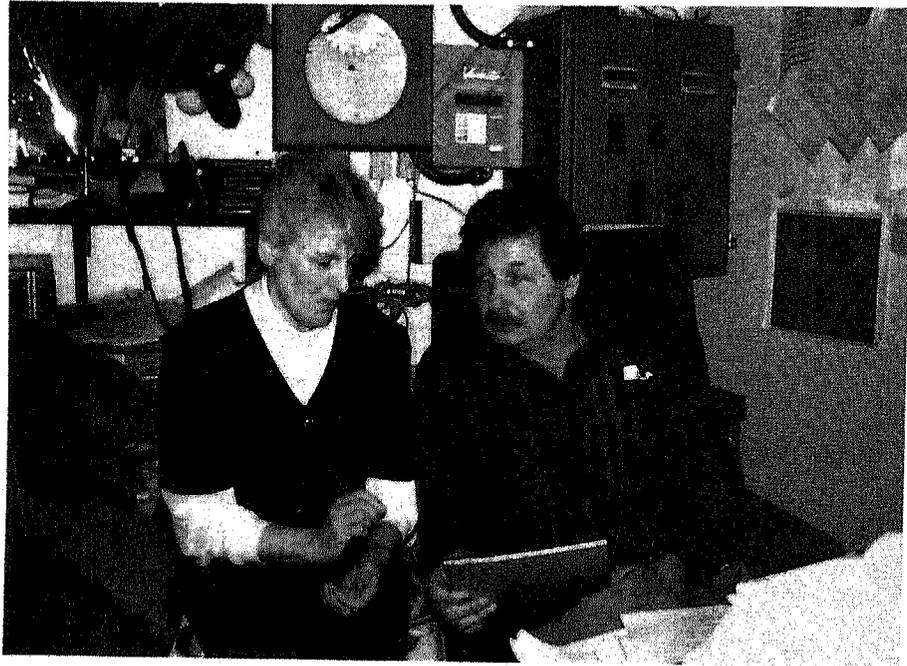


COUNCIL ON AGING

**Elaine Santandrea, Carolyn Shepard, Christine Shaw, Norma Shruhan,
John Evans, Mary Ellen Gattoni, Walter Warren**



**COUNCIL ON AGING SECRETARY - Virginia Homer
EXECUTIVE DIRECTOR - Norma Shruhan**



WATER DEPARTMENT
ADMINISTRATIVE ASSISTANT - Marilyn Ghioni
WATER SUPERINTENDENT - James A. Martin, III



CONSERVATION COMMISSION
Marie Simpson, Christopher Kittridge, MaryAnn Magner, Andrew Bakinowski
Cynthia Andrade, Jane Dewey, Marvin Jacobson



TREASURER - Thomas P. Crane



TAX COLLECTOR - Marlene Craig
ASSISTANT TAX COLLECTOR - Constance LaChance

II. Vehicles & Equipment

- IIa. Fire Chief Vehicle (Fire Department)
- IIb. Airbag Rescue System (Fire Department)
- IIc. Commercial Clothes Washer (Fire Department)
- II d. Air Storage Bottles, Air Compressor Upgrade (Fire Department)
- IIe. Pulse Oximeter (Fire Department)
- II f. Utility Truck, Replacement (Highway Department)
- IIg. One Ton Dump Truck, Replacement (Highway Department)
- IIh. Large Dump Trucks {2}, Replacement (Highway Department)
- IIi. Brush Chipper, Replacement (Highway Department)
- IIj. Pavement Roller, Replacement (Highway Department)
- IIk. One Ton Dump Truck, New (Highway Department)
- III. Hydraulic Lift (Highway Department)
- II m. Handicap Accessible Van (Council on Aging)
- II n. Radar Guns {2} (Police Department)
- II o. Weapons, Equipment {4} (Police Department)
- II p. Breathalyzer (Police Department)
- II q. Copy Machine (Police Department)
- II r. Bullet Proof Vests (Police Department)
- II s. Electric Tester (Building Department)
- II t. Alternative Communications Device (ADA Committee)

III. Building & Facility Improvements

- IIIa. Fire Bay Exhaust Vent (Fire Department)
- IIIb. Heating System (Highway Department)
- IIIc. Generator System (Highway Department)
- III d. Underground Fuel Storage Tanks (Highway Department)
- III e. Emergency Traffic Signals (Police/Fire Departments)
- III f. Carpet (Library)
- III g. Electrical Wiring {for technology} (Norfolk School Department)
- III h. Window Replacement, Grade 3 Wing (Norfolk School Department)
- III i. Playground Repair & Upgrade (Norfolk School Department)
- III j. Bathroom Renovation (Norfolk School Department)
- III k. Security System (Norfolk School Department)
- III l. Carpet (Norfolk School Department)

IV. Other

- IVa. Town Tree Survey (Tree Warden)
- IVb. Hepatitis Inoculations (Police/Fire Departments)
- IVc. Rabies Inoculations (Board of Selectmen)
- IVd. Police Detail Funds (Police Department)

ARTICLE 7

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money for the design and construction of a shared Norfolk-Wrentham Police Facility to be located off Shears Street, said project to be contingent on the approval of the Town of Norfolk of a debt exclusion referendum in accordance with Mass. General Laws, Chapter 59, Section 21C; or take any other action relative thereto.

ARTICLE 8

Submitted by Police Station/Town Hall Steering Committee

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money to be used to supplement the Chapter 799 funds that will be used to build, furnish and outfit the new Police Station/Town Hall, and to apply for and accept any grants and donations for said purpose; or take any other action relative thereto.

ARTICLE 9

Submitted by King Philip Regional School Committee

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond in pursuant to any applicable statute a sum of money as the Town's share for the King Philip Regional School District fiscal 1996 capital plan; or take any other action relative thereto.

ARTICLE 10

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money for engineering services and to construct drainage improvements along the area located northerly of the MBTA railroad tracks, including Rockwood Road, Ware Drive, Malcolm Road and Geneva Avenue, said project to be contingent on the approval of the Town of Norfolk of a debt exclusion referendum in accordance with Massachusetts General Laws, Chapter 59, Section 21C; or take any other action relative thereto.

ARTICLE 11

Submitted by Director of Finance-Accountant

To see if the Town will vote to raise and appropriate, transfer from available funds, or the stabilization fund, a sum of money to conduct an independent financial audit for fiscal year 1995; or take any other action relative thereto.

ARTICLE 12

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from available funds, stabilization fund or Chapter 90 program, borrow or bond pursuant to any applicable statute a sum of money for engineering services and to remove and replace underground fuel storage tanks at municipal and school facilities, including the Highway Department, Town Hall, Police/Fire Station and the Freeman-Centennial School; or take any other action relative thereto.

ARTICLE 13

Submitted by Town Hill Committee

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute, a sum of money to make improvements to Town Hill, including any professional services, construction. This project is to be completed under the direction of the Town Hill Committee; or take any other action relative thereto.

ARTICLE 14

Submitted by Town Administrator

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money to provide adequate office space for Town Hall departments, including but not limited to the renovation of existing facilities, rental of portable offices, or the rental of off-premises office space; or take any other action relative thereto.

ARTICLE 15

Submitted by Norfolk School Committee

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money to enable the School Department to:

- a. redo the roof on MacBride Auditorium in the Freeman-Centennial School;
- b. repair and upgrade the subsurface of playground areas at the Freeman-Centennial School;
- c. replace the windows in the Grade 3 wing of Freeman-Centennial School;

or take any other action relative thereto.

ARTICLE 16

Submitted by Recreation Commission

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money for the development and construction of fields, buildings and recreational facilities on the Pond Street Recreation Land; or take any other action relative thereto.

ARTICLE 17

Submitted by Recreation Commission

To see what sum of money the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute sum of money for the replacement and installation of new fencing at the ball fields located at the Freeman-Centennial School; or take any other action relative thereto.

ARTICLE 18

Submitted by Water Commissioners

To see what sum of money the Town will raise and appropriate, borrow or transfer from Water Department revenue for land acquisition in the Mill River area for a water supply; or take any other action relative thereto.

ARTICLE 19

Submitted by Water Commissioners

To see what sum of money the Town will raise and appropriate, borrow or transfer from Water Department revenue for new source approval in accordance with Department of Environmental Protection regulations; or take any other action relative thereto.

ARTICLE 20

Submitted by Water Commissioners

To see what sum of money the Town will raise and appropriate, borrow or transfer from Water Department revenue to construct a new well in accordance with the Water Department Master Plan, updated by Dufresne-Henry Engineers in 1992; or take any other action relative thereto.

ARTICLE 21

Submitted by Water Commissioners

To see what sum of money the Town will raise and appropriate, borrow or transfer from Water Department revenue for engineering design, permitting and competitive bidding for a pump station in accordance with Department of Environmental Protection regulations; or take any other action relative thereto.

ARTICLE 22

Submitted by Mirror Lake Advisory Committee

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money for the removal of silt and debris, and other improvements on Town property at Apsit Cove of Mirror Lake, abutting Birch Road and lots 3, 4 and 5 Block 65, Norfolk Assessor's Map 19, and authorize the Mirror Lake Advisory Committee to apply for and accept any grants and donations for said purpose; or take any other action relative thereto.

ARTICLE 23

Submitted by Water Commissioners

To see what sum of money the Town will borrow to extend the water main 1,495+/- feet on Leland Road from #55 to #109 Leland Road to be constructed in accordance with the Betterment Act of 1990 with 45% residential contribution and 55% water department contribution as voted under petitioners' article 36 of the 1994 Annual Town Meeting and petitioners' article 37 of the 1994 Fall Special Town Meeting; or take any other action relative thereto.

ARTICLE 24

Submitted by 125th Anniversary Committee

To see if the Town will vote to raise and appropriate, appropriate from the Stabilization Fund, or transfer from available funds, a sum of money to pay for a fireworks display to be held in celebration of the 125th Anniversary of the Town of Norfolk, or take any other action relative thereto.

ARTICLE 25

Submitted by Highway Superintendent

To see if the Town will vote to acquire by donation, purchase or eminent domain land parcels or easements for the purpose of obtaining a secure and public right of way for the Myrtle Street bridge construction project, and the raise and appropriate, transfer from available funds or the stabilization fund, bond or borrow pursuant to any applicable purpose a sum of money for said purpose; or take any other action relative thereto.

ARTICLE 26

Submitted by Board of Selectmen

To see if the Town will choose any committee, or to hear or act on the report of any committee, town officer, or to instruct any committee or town officer; or take any other action relative thereto.

ARTICLE 27

Submitted by Highway Superintendent

To see if the Town will vote to accept and enter into contracts for the expenditure of any funds allocated by the Commonwealth for the construction, reconstruction or improvements of public roads and other improvements as provided for in Section 31 of Chapter 85 of the Acts of 1994 within the Town, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement; or take any other action relative thereto.

ARTICLE 28

Submitted by Highway Superintendent

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute, a sum of money to be used in conjunction with and in addition to any funds, including Gas Tax monies, allotted by the Commonwealth for the construction, reconstruction and improvements of public roads as requested by the Board of Selectmen; or take any other action relative thereto.

ARTICLE 29

Submitted by Planning Board

To see if the Town will vote to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Boards; or take any other action relative thereto.

ARTICLE 30

Submitted by Board of Water Commissioners

To see if the Town will vote to accept all State and Federal Grants and reimbursements for the Water Department which do not require matching funds from the Town or any representative or agency thereof and will not obligate or encumber any resident of the Town of Norfolk without a town meeting; or take any other action relative thereto.

ARTICLE 31

Submitted by Board of Selectmen

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, to authorize the use of a revolving fund for the purpose of paying the expenses of snow removal from school property within the Town of Norfolk, said fund to be credited with receipt of fees charged for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed \$5,000 in fiscal year 1996; or take any other action relative thereto.

ARTICLE 32

Submitted by Planning Board

To see if the Town will vote to reauthorize a Planning Board Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 from which to receive and disburse subdivision performance inspection fees as may be established by the Planning Board for services of Town Departments in the inspection and approval of subdivisions and to authorize the Planning Board to pay such fees collected to the Town of Norfolk General Fund in an amount not to exceed \$40,000 during fiscal year 1996 or take any other action relative thereto.

ARTICLE 33

Submitted by Board of Water Commissioners

To see if the Town will vote to authorize the use of a revolving fund, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000 and to see what sum of money the Town will appropriate from available funds to establish the revolving fund; or take any other action relative thereto.

ARTICLE 34

Submitted by Treasurer

To see if the Town will vote to authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of revenue for the fiscal year beginning on July 1, 1995 in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 4, and to issue a note or notes therefore payable within one year and to renew any note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17; or take any other action relative thereto.

ARTICLE 35

Submitted by Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to advertise in a local newspaper and sell at public sale from time to time, as it may deem in the best interest of the Town, any and all lands or portions thereof which the Town has acquired or may acquire as Tax Title land, so called, such sales to be made on behalf of the inhabitants of the Town of Norfolk, and to authorize the Selectmen to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps, and auctioneer's fees, if required; or take any other action relative thereto.

ARTICLE 36

Submitted by Board of Selectmen

To see if the Town will vote to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town; or take any other action relative thereto.

ARTICLE 37

Submitted by Board of Selectmen/Planning Board

To see if the Town will vote to abandon the cul-de-sac portions of land on Fleetwood Drive and Ferndale Avenue, beyond the Town of Norfolk recorded street layout, as shown on sheets 2 and 3 of Plan 369 of 1962, recorded in plan book 212 at the Norfolk County Registry of Deeds; the abandoned cul de sac sections beyond the recorded town way will be granted to the owners of the properties identified as lots 13, 14, and 20, on Assessors Map 15, Block 35. A plan of this land is on file in the office of the Town Clerk; or take any other action relative thereto.

ARTICLE 38

Submitted by Personnel Board

To see if the Town will vote to amend the Personnel Bylaw Section XIII- 6.0 Evaluators by eliminating the following listings and positions under each: Accounting; Assessors, Board of; Collector of Taxes; Treasurer.

and replacing with the following new listing and positions:

POSITION	EVALUATOR	SECONDARY EVALUATOR
DEPARTMENT OF FINANCE:		
Accounting Department:		
Director of Finance	Town Administrator	Board of Selectmen
Accounting Staff	Director of Finance	Town Administrator
Assessing Department:		
Chief Assessor	Director of Finance	Board of Assessors
Assistant Assessor	Chief Assessor	Director of Finance/ Board of Assessors
Assessing Staff	Chief Assessor	Director of Finance/ Board of Assessors
Assistant Assessor (No Chief Assessor)	Director of Finance/ Board of Assessors	Board of Assessors
Assessing Staff	Assistant Assessor	Town Administrator
Treasurer/Collector Department:		
Treasurer/Collector	Director of Finance	Town Administrator
Treasurer/Collector Staff	Treasurer/Collector	Director of Finance

or take any other action relative thereto.

ARTICLE 39

Submitted by Personnel Board

To see if the Town will vote to amend and replace in its entirety the Personnel Bylaw, Section XXIII, Part B, as follows; or take any other action relative thereto.

B. Dismissal With Notice

An employee must receive adequate notification that rules of conduct exist, the opportunity to explain a violation, and assistance in resolving work-related issues may adversely affect his/her work. It will be within the supervisor's judgement to decide the severity of the offense, and whether a verbal or written reprimand will be issued upon the first offense. A second offense may result in a period of unpaid leave of up to five days. A third offense may result in dismissal. Grievance procedures stated in Section XVIII may be invoked by the employee at any time during the progressive discipline process.

ARTICLE 40

Submitted by Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to amend Chapter 747 of the Acts of 1981 entitled "An Act Approving the Sale of Pondville Hospital" by deleting the words "hospital related purposes" and inserting in place thereof the words "health care, and/or medical care and related purposes including, but not limited to, for-profit uses such as free-standing long-term care facility or assisted living units"

The revised Section 3 would read:

SECTION 3: In accordance with the provisions of section six of chapter five hundred and nineteen of the acts of nineteen hundred and eighty and notwithstanding the provisions of any general or special law to the contrary, including but not limited to, chapter five hundred and seventy-nine of the acts of nineteen hundred and eighty, approval and full force and effect is hereby given to the agreement titled "Agreement Concerning Sale of Pondville Hospital" dated November twentieth, nineteen hundred and eighty-one and entered into by the commissioner of public health and Norwood Hospital, and any deed executed pursuant thereto shall be deemed valid for all purposes; provided, however, that such conveyance shall be subject to the restriction that the land be used by said Norwood Hospital or its designees or successors for health care and/or medical care and related purposes including, but not limited to, for-profit uses such as a free-standing long-term care facility or assisted living units, and the Commonwealth shall have the right to enforce such conditions solely by the institution of an action for specific performance.

or take any other action related thereto.

ARTICLE 41

Submitted by Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special act legislation substantially as follows; or take any other action relative thereto.

Section 1. Notwithstanding the provisions of chapter one hundred and sixty of the General Laws or any other general or special law to the contrary, no railroad corporation including any locomotive engine operated by or on behalf of the Massachusetts Bay Transportation Authority shall permit a locomotive engine passing on its railroad in the town of Norfolk to sound whistles at any grade crossing which has the following safety features: flashing lights in each direction which are automatically activated by the approaching train; two gates, one on each side of the crossing, both of which are automatically lowered by the approaching train and both extend across approximately half the width of the lanes of traffic so that the entire width of the lanes of traffic is blocked when the gates are lowered; a bell that is automatically activated by the approaching train; overhead street lights; signs posted before the grade crossing in each direction warning motorists and pedestrians of the crossing ahead; posted speed limits for traffic of not more than twenty-five miles per hour; and not more than two lanes of vehicular traffic in each direction at the grade crossing. Notwithstanding the provisions of this paragraph, a train shall be required to sound its whistle in the event of an emergency.

Section 2. The department of public utilities shall require that whistle markers on the railroad right of way on the approach to each crossing shall be replaced with bell markers within ninety days of the effective date of this act.

Section 3. The department of public utilities shall notify the Massachusetts Bay Transportation Authority and all other railroad corporations operating locomotive engines in the town of Norfolk of the provisions of this act within thirty days of its effective date.

Section 4. This act shall take effect upon its passage.

ARTICLE 42

Submitted by Town Administrator

To see if the Town will vote to raise and appropriate, transfer from available funds or fiscal 1995 accounts a sum of money to pay unpaid bills of a prior year pursuant to Massachusetts General Laws, Chapter 44, Section 64; or take any other action relative thereto.

ARTICLE 43

Submitted by Town Administrator

To see if the Town will vote to raise and appropriate, transfer from available funds or fiscal 1995 accounts, sums of money to be added to various departmental budgets and appropriations for the year ending on June 30, 1995; or take any other action relative thereto.

ARTICLE 44

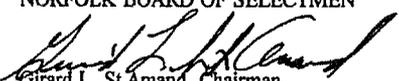
To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury, or otherwise provide for the stabilization fund pursuant to Massachusetts General Laws, Chapter 40 Section 5B; or take any other action relative thereto.

Submitted by Advisory Board

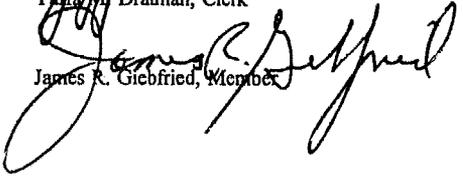
Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting.

Given under our hands and seal of the Town of Norfolk on the 20 day of March 1995, A.D.

NORFOLK BOARD OF SELECTMEN


Girard L. St. Amand, Chairman


Yaffa M. Dratman, Clerk


James R. Giebfried, Member

A true copy, attest:
Town of Norfolk
Norfolk, ss

By virtue of this Warrant, I have notified and warned the legal voters of the Town of Norfolk aforesaid to meet at the time and place and for the purposes specified in said Warrant, by posting true and attested copies thereof in the Town Hall, and in at least one public place in each of the three precincts, not less than fourteen days at least before the date of said meeting.

Constable

Date

TOWN OF NORFOLK

SPECIAL TOWN MEETING WARRANT

NORFOLK, ss.

To either constable in the Town of Norfolk, in said County:

GREETINGS:

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2 and 3 to meet on Wednesday, the 24th day of May, 1995, at 8:00 p.m. in the King Philip High School Auditorium, 201 Franklin Street, Wrentham, MA 02093, for a special town meeting, then and there to act on the following articles; viz:

ARTICLE 1

Submitted by Board of Selectmen

To see if the Town will vote to take, pursuant to Chapter 79 of the General Laws:

1. A parcel of land containing 160,263 s.f. being a portion of the land shown on Land Court Plan #37477B and owned now or formerly by Musto Realty Trust for construction of the new Town Hall;
2. A parcel of land containing 35,847 s.f. being a portion of the land now or formerly owned by Musto Realty Trust as described in Certificate No. 126837 to be taken for highway purposes and construction of a new street as laid out by Coler and Colantonio and approved by the Selectmen;

or take any other action relative thereto.

ARTICLE 2

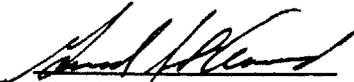
Submitted by Board of Selectmen

To see if the Town will vote to accept as a public way the Connector Road between the junction of North and Union Streets and Main Street as approved by the Board of Selectmen in accordance with an acceptance plan drawn by Coler & Colantonio Engineers and dated _____, a copy of which is on file in the Town Clerk's Office, or take any other action relative thereto.

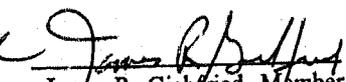
Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting.

Given under our hands and seal of the Town of Norfolk on the 3rd day of April, 1995, A.D.

NORFOLK BOARD OF SELECTMEN


Girard St. Amand, Chairman


Yaffa M. Dratman, Clerk


James R. Giebfried, Member

Town Departments

Accountant Department	528-5686
Animal Control	528-2879
Board of Appeals	541-8455
Assessors	528-1120
Town Clerk	528-1400
Tax Collector	520-0058
Conservation Commission	541-8455
Council on Aging	528-4430
Finance Director	528-3152
Fire Department (Information)	528-3207
Board of Health	528-7747
Building Department	528-5088
Highway Department	528-4990
Library	528-3380
Planning Board	528-2961
Police Department (Information)	528-3206
Recreation	520-1315
Schools:	
Superintendent's Office	528-1225
Freeman/Centennial School	528-1266
H. Olive Day	541-5475
King Philip Regional High School	384-1000
King Philip Regional Junior High School	384-8945
Tri-County Reg. Vocational High School	528-5400
Norfolk County Agricultural School	668-0268
Selectmen	528-1408
Treasurer	528-2478
Veteran's Agent	528-2232
Water Department	528-1412
POLICE/FIRE/AMBULANCE EMERGENCY	9-1-1

NO SCHOOL SIGNALS

ALL SCHOOLS

Fire Whistle blows at 6:30 a.m.

ELEMENTARY SCHOOLS ONLY

Fire Whistle blows at 7:00 a.m.

TRANSFER STATION HOURS

The Transfer Station will be open for Public use on the following days: Saturday from 8:00 a.m. to 4:30 p.m. and Tuesday from 11:00 a.m. to 7:30 p.m. (or until dusk in winter).

When a holiday falls on a day when the Transfer Station is regularly open to the public, the area will be closed and will be open to the public the following day. In the event of severe weather (i.e. blizzard) the Transfer Station may be closed and will be open the next regularly scheduled day—check with the local cable TV Station or the Highway Department.

Decals for town residents to enter the area are available at the Highway Department Office, Medway Branch between the hours of 10:00 a.m. and 2:00 p.m.

